



# UNITED STATES MARINE CORPS

MARINE RESERVE FORCE, FMF, USMCR  
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NEW ORLEANS, LOUISIANA 70146-6400

IN REPLY REFER TO:

ForO P1040.1

G-1M

13 MAY 1993

ORIGINAL

## FORCE ORDER P1040.1

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR RECRUITING AND RETENTION  
(SHORT TITLE: RECRUITING AND RETENTION SOP)

Ref: (a) MCO P1100.72  
(b) MCO P1040.31  
(c) MCO P1040R.35

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate procedures for the conduct of Recruiting and Retention programs within the Marine Reserve Force (MARRESFOR) as required by the references.

2. Action. Implement and follow the procedures contained in this Manual.

3. Recommendation. Recommendations concerning the contents of this Manual are invited. Such recommendations will be forwarded to the Commanding General, MARRESFOR (G-1M) via the chain of command.

4. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

5. Certification. Reviewed and approved this date.

M. A. SEXTON  
Chief of Staff

DISTRIBUTION: B

13 MAY 1993

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR RECRUITING AND RETENTION  
(SHORT TITLE: RECRUITING AND RETENTION SOP)

Location: \_\_\_\_\_  
(Indicate location(s) of copy(ies) of this Manual.)

ENCLOSURE (1)

## RECRUITING AND RETENTION SOP

## RECORD OF CHANGES

Log completed change action as indicated.

[illegible]

# RECRUITING AND RETENTION SOP

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# RECRUITING AND RETENTION SOP

## CHAPTER 1

### INTRODUCTION

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## RECRUITING AND RETENTION SOP

### WASHINGTON

Seattle (Landing Support/Headquarters Bn)  
Spokane (Artillery)  
Tacoma (Bulk Fuel)  
Whidbey Island (Aviation/Aviation Support)  
Yakima (Tanks)

### WEST VIRGINIA

South Charleston (Combat Engineer)  
Wheeling (Infantry)

### WISCONSIN

Green Bay (Aviation Support)  
Madison (Infantry)  
Milwaukee (Infantry)

### PUERTO RICO

San Juan (Landing Support)

Figure 8-1.--List of SMCR Locations--Continued.



# RECRUITING AND RETENTION SOP

## CHAPTER 1

### INTRODUCTION

1000. ORGANIZATION. The Marine Corps Reserve Recruiting and Retention program is a multifaceted program. It encompasses several areas of responsibility and involves the efforts of many dedicated individuals. To work effectively, it demands the full cooperation and attention of every individual in the process.

#### 1001. RESPONSIBILITIES

1. Commanding General, Marine Reserve Force. The Commanding General is responsible for maintaining viable Career Planning Programs within the MARRESFOR. Consideration of present and future demands for personnel provides the guidance for the MARRESFOR's Recruiting and Retention programs. By maintaining a comprehensive program, critical shortages of Military Occupational Specialties (MOS) vital to the command's readiness may be prevented. Command attention at all levels and good organization are the key elements in the conduct of an effective recruiting and retention program.

2. MARRESFOR Recruiting and Retention Officer. The MARRESFOR Recruiting and Retention Officer is responsible for the following:

- a. Knowledge of current enlisted Table of Organization (T/O) requirements.
- b. Knowledge of Non-Prior Service (NPS) and Prior Service (PS) Selected Marine Corps Reserve (SMCR) enlistment requirements.
- c. Knowledge of SMCR reenlistment requirements.
- d. Knowledge of active duty reenlistment requirements.
- e. Submission of active duty and Reserve Career Planning Reports.
- f. Endorsement of SMCR Reenlistment Waiver Requests, Requests for Service Beyond 20 Years, and Enlistment Waivers.
- g. Submission of all recruiting plans.
- h. Submission of any changes to the recruiting plans.

i. Training of all career planning personnel.

3. MARRESFOR Career Planner. The MARRESFOR Career Planner will perform the following duties:

a. Monitor the submission of the quarterly SMCR Career Planning Reports.

b. Monitor the submission of the monthly Regular Career Planning Reports and submit a consolidated report to CMC MMEA-6.

c. Screen, route, prepare brief sheets and endorse all:

(1) Requests for Service Beyond Twenty Years.

(2) Requests for Waiver of Marine Corps Reserve Reenlistment Requirements.

d. Compile and monitor the NPS and PS Recruiting Plans.

e. Prepare required NPS Enlistment Waiver Requests.

f. Screen all requests for modification to any Manpower plan.

g. Provide school seat assignment for the Career Planning School.

h. Provide requested command assist visits for training of Reporting Unit and SMCR unit career planning personnel.

i. Maintain a working dialogue with all Reporting Unit Career Planners.

j. Provide refresher training for Reporting Unit and SMCR Unit Career Planners.

k. Conduct inspections in the area of career planning.

l. Provide updates on all required information to Career Planning Officers/Career Planners.

m. Provide support as MARRESFOR point of contact for coordinating and monitoring all career planning material.

n. Assign referral credit mission to subordinate commands.

o. Monitor and compile the monthly Referral Credit Reports for quarterly submission to HQMC.

4. Reporting Unit Commander. Each Reporting Unit Commander is responsible to the Commanding General for maintaining an active Recruiting and Retention program. The Reporting Unit Commander should ensure that SMCR Unit Commanding Officer/Officers in Charge comply with the provisions of this SOP. An "open door" policy between the Reporting Unit Commander and the Reporting Unit Career Planner will help prevent misunderstandings, confusion, and delays. This policy is essential for a successful Recruiting and Retention program.

5. Reporting Unit Recruiting and Retention Officer. The Reporting Unit Recruiting and Retention Officer will perform the following duties:

- a. Monitor current T/O requirements.
- b. Maintain familiarity with reenlistment standards.
- c. Supervise the efforts of the reporting unit Career Planner.
- d. Keep the Reporting Unit Commander informed of unit strength and reenlistment rates.
- e. Monitor submission of reports required by the SOP.

6. Reporting Unit Career Planner. The Reporting Unit Career Planner will perform the following duties:

- a. Provide guidance and information to all Marines in the command.
- b. Maintain files on all Regular and FTS Marines within the command per instructions contained in this SOP.
- c. Supervise the SMCR Unit Career Planners.
- d. Review SMCR unit files periodically.
- e. Conduct training for SMCR Unit Career Planners.
- f. Keep the Reporting Unit Commander informed about Career Planning interviews.
- g. Submit required reports to CG, MARRESFOR in accordance with this SOP.
- h. Maintain current copies of this SOP, MCO P1040.31, MCO P1040R.35, MCO 7220.24, and MCO 7220R.38.

7. SMCR Unit Commanding Officer/Officers in Charge. The SMCR Unit Commanding Officer/Officer in Charge will conduct a personal interview with each Marine approaching one year of obligated service remaining, or at other times as necessary. The Unit Commanding Officer/Officer in Charge should maintain an "open door" policy with the SMCR Unit Career Planner to ensure prompt reporting of personnel problems which may affect retention. Problems which could prevent a good Marine from reenlisting should be sought out and discussed.

8. SMCR Unit Career Planning Officer. The SMCR Unit Career Planning Officer is responsible for the following:

- a. Must be familiar with current T/O requirements of the unit.
- b. Must be familiar with reenlistment standards.
- c. Supervise SMCR Unit Career Planner.
- d. Update SMCR Unit Commanding Officer/Officer in Charge.
- e. Monitor submission of reports required by this SOP.
- f. Establish and maintain an active sponsorship program for newly joined Marines.

9. SMCR Unit Career Planner. The SMCR Unit Career Planner is responsible for the following:

- a. Must be knowledgeable of join programs and policies.
- b. Establish and maintain files on Marines in the unit per instructions contained in this SOP.
- c. Interview Marines at prescribed times to determine eligibility for retention.
- d. Provide information and assistance to Marines concerning career paths within the Marine Corps Reserve.
- e. Keep the SMCR Unit Commanding Officer/Officer in Charge informed of retention efforts and schedule the one year interview, as well as any additional required interviews.
- f. Monitor unit morale.

g. Assist the SMCR Unit Career Planning Officer in establishing and maintaining an active sponsorship program for newly joined Marines.

h. Monitor incentive programs.

i. Submit required reports in accordance with this SOP.

j. Maintain current copies of this SOP, MCO P1040R.35 and MCO 7220R.38.

10. Officers and SNCO's. Although the responsibility for a successful recruiting and retention program rests directly with the SMCR Unit Commanding Officer/Officer in Charge, it must be emphasized that each officer and staff noncommissioned officer is an important link in the recruiting and retention of Marines, both Regular and Reserve.



RECRUITING AND RETENTION SOP

CHAPTER 2

PERSONNEL

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## RECRUITING AND RETENTION SOP

### CHAPTER 2

#### PERSONNEL

##### 2000. ASSIGNMENT

1. Reporting Unit Recruiting and Retention Officer. Because of the importance of the Recruiting and Retention program, Unit Commanders shall assign in writing an officer as the Recruiting and Retention Officer. It is the responsibility of the Reporting Unit Recruiting and Retention Officer to ensure the success of the Reporting Unit Commander's Recruiting and Retention program.

2. Reporting Unit Career Planner. Will be assigned by CMC via selection from the FTS Board.

3. SMCR Unit Career Planning Officer. SMCR Unit Commanding Officer/Officer in Charge will assign, in writing an Officer as the Career Planning Officer to ensure the success of the career planning program.

4. SMCR Unit Career Planner. SMCR Unit Commanding Officer/Officer in Charge will assign, by special order, a highly motivated, enthusiastic, and qualified SNCO or NCO to be the Career Planner. Each MARRESFOR subordinate command, group, unit or detachment which is authorized a Commanding Officer/Officer in Charge will have a Career Planner assigned. If a T/O and line number does not exist for a Career Planner, then one will be assigned as an additional duty. SMCR Unit Commanding Officers/Officers in Charge should make every effort to ensure that quality personnel are assigned as SMCR Unit Career Planners. To be effective, the Career Planner should be assigned for at least three years. When replacing a Career Planner, a sufficient turnover for training should be allowed. Before selecting a Career Planner, SMCR Unit Commanding Officers/Officers in Charge should consider the traits outlined below:

- a. Desire to be a Career Planner.
- b. Appropriate MOS or background in Career Planning or Recruiting.
- c. Occupation in the civilian community of a similar nature. (Counselor, sales, human relations, etc.).
- d. Favorable appearance.
- e. Respectability.
- f. Conscientiousness in the performance of duties.

- g. Enthusiasm for the Reserve program.
- h. Appropriate grade commensurate for the billet.

5. Additional Career Planning Personnel. Individual Units with 200 or more personnel and higher headquarters are encouraged to have additional Career Planning personnel to assist in career planning issues.

2001. WORKING AREA

- 1. Whenever possible career planners should be provided working spaces which are private, yet accessible. Privacy for interviews is essential. Accessibility is also necessary to advertise the command's interest in retention.
- 2. The use of posters and bulletin boards, as well as other creative methods of advertisement throughout the unit, are encouraged.
- 3. The overall decor of the Career Planning office should reflect pride and enthusiasm for Corps and Country.

2002. UNIFORM. Career Planners are authorized and encouraged to wear the Dress Blue Uniform in the performance of their duties. This uniform distinguishes Career Planners in their critical billet and enhances their image.

2003. TRAINING. Formal training for Career Planners are mandatory. Quotas will be advertised as they become available. Additionally, SMCR Career Planners will complete a two week Reserve Career Planning Course. This course will be conducted at NAS Norfolk, VA. Also, regional seminars may be conducted throughout the year to provide SMCR Career Planners with current information on Recruiting and Retention policies and procedures.

# RECRUITING AND RETENTION SOP

## CHAPTER 3

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## RECRUITING AND RETENTION SOP

### CHAPTER 3

#### ORIENTATION

3000. GENERAL. The success of the SMCR program is largely dependent upon its members. High morale can be expected to produce positive results. This chapter offers guidance on how to ensure that each reservist is properly prepared to assume and fulfill his/her reserve commitment. The essential elements of a successful Recruiting and Retention program are fairness of treatment and fulfillment of all contractual obligations.

# RECRUITING AND RETENTION SOP

## CHAPTER 3

### ORIENTATION NPS/PS

#### SECTION 1: NONPRIOR SERVICE (NPS)

##### 3100. NONPRIOR SERVICE ACCESSIONS

1. Within 30 days of contracting, each enlistee should be taken by the recruiter to the reserve unit for orientation briefings. These briefings will normally be conducted by the Reporting Unit Commander or the Reporting Unit Career Planner and will explain the mission of the unit and the enlistee's potential MOS assignment. On an exceptional basis, the Recruiting Station Commanding Officer or a senior member of his staff may brief enlistee(s) who must ship within 10 days of contracting. The MEPS Liaison NCO will note in the "remarks" section (Block 39) of DD Form 1966 when the brief occurred and by whom it was conducted.

2. A Nonprior Service Reserve Orientation Checklist (figure 3-1) will be completed during the orientation briefing. A copy will be kept by the Career Planner for reference and review by both the Career Planner and the enlistee upon completion of initial active duty for training (IADT).

3. The following topics will be covered during the orientation to ensure that the enlistee fully understands what is considered satisfactory participation in the SMCR program.

a. Specific emphasis shall be placed on the enlistees obligated drilling portion of the program selected (i.e., under the 6x2 program, the enlistee must drill 6 years with an SMCR unit, having the option to spend the last two years in the Individual Ready Reserve).

b. The MOS for which the individual was recruited and its prerequisites (i.e., ASVAB scores, vision acuity/color vision, eligibility for required security clearance, etc.).

c. The scheduled timetable for MOS training completion.

d. Verify that the enlistee has been assigned a Quota Serial Number (QSN) for MOS training and that the QSN/MOS matches the obligated MOS (See the NPS recruiting plan for the year during which the enlistee will ship).

e. Ensure that the enlistee understands the terms of the enlistment contract to include the component code.

f. Verify the amount of bonus and payment schedule obligated under the Selected Reserve Incentive Program (SRIP), if applicable.

g. Verify that the enlistee lives within a reasonable commuting distance of the reserve unit as defined in MCO P1001R.1 and has adequate transportation to attend monthly drills. Requests for waivers to the 50/100 mile recruiting radius limit or the 1.5 hour/3 hour commuting limit, whichever comes first, may be submitted by Recruiting Stations via their District Headquarters to the CG, MARRESFOR, (G-1M). Such requests will include a copy of the applicant's Orientation Checklist and an endorsement from the Reporting Unit Commander explaining why approval of the request would benefit the SMCR unit.

h. Give the enlistee a unit point of contact (POC) to include address and telephone number.

i. Require the enlistee to send his/her military address to the unit POC as soon as possible after arrival at recruit training.

j. Provide a unit drill and ATD schedule to the enlistee.

k. Inform the enlistee of the projected work section assignment and arrange a tour of the work area.

l. Explain post IADT duties.

m. Assign sponsor in accordance with this SOP (para 3300).

4. Any discrepancies between written documents and what the enlistee states was "promised" will be brought to the attention of the Recruiter and Recruiting Station's Commanding Officer immediately. A copy of the NPS Reserve Orientating Brief Sheet, with noted discrepancies, will be forwarded to CMC (Code MR) for resolution, via CG MARRESFOR, (G-1M).

#### 3101. CATEGORY "P" (CAT "P") PROGRAM

1. Once individuals are enlisted into the SMCR they may choose to participate in the CAT "P" Program. The CAT "P" Program entitles the enlistee to participate in up to twelve months of drills prior to shipping for recruit training. Pay and promotion incentives are available and may be earned as described in MCO 1500R.5. Benefits to the SMCR program are reflected by the fact that:



a. CAT "P" participants returning from recruit training highly motivated than non-CAT "P" participants.

b. CAT "P" participants are less likely to become "shirkers".

2. CAT "P" participants should be encouraged to participate in the maximum number of authorized drills prior to reporting on active duty for recruit training. It is imperative that training personnel at the report unit prepare an interesting and challenging schedule for these individuals. This schedule should parallel the Essential Subject Training to be taught at the recruit training depot. Physical training should also be initiated and participants may be introduced to a basic level of experience in their contracted MOS.

3. The result of this training is a highly motivated, physically fit, more informed recruit reporting to recruit training, and upon completion of IADT, a better trained, more enthusiastic Marine is returned to his/her respective SMCR unit. Overall, CAT "P" personnel have fewer misunderstandings about drill scheduling and basic reserve requirements. Aggressive utilization of the CAT "P" Program throughout the command can increase the effectiveness and efficiency of the SMCR program by assisting in the reduction of personnel attrition.

#### 3102. INCREMENTAL IADT (IIADT)

1. This program is open to full time students or high school seniors who have been accepted for full time enrollment in a junior college, major university, or trade school. This recruiting opinion permits the enlistee to schedule active duty for training in three separate stages. The first stage is recruit training for approximately 84 days. The second stage is MOS training. IIADT recruits must leave home by 5 June in order to return home for the fall semester NLT 25 August. The third stage is the 28-day Marine Combat Training Program conducted at the School of Infantry. This stage is scheduled during the third summer and normally falls between the sophomore and junior year of college.

2. A letter of acceptance from the college, university or trade school must accompany the package for entrance into the IIADT program. Ensure that the institution to be attended is within a reasonable commuting distance (50-100 miles).

3. The SMCR Unit Career Planner will track IIADT recruit training progression by using the "Tickler Card" file system as described in paragraph 5301.4.

4. On or about 1 February each year the Entry Level Training Assignment (ELTA) section at CMC (MRRE) notifies the CG, MARRESFOR of all IIADT personnel pending training assignments (2d and 3d increments) by name, current class date, and assigned QSN.
5. The IIADT Marine will receive pertinent information concerning summer training during April of the training year.
6. In the event a disqualifying factor arises prior to the second IIADT increment, the reporting unit Commander will ensure that ELTA is notified so that an alternate MOS/training schedule may be provided. An information copy of this notification will be provided to the CG, MARRESFOR.

### 3103. THE POST IADT BRIEFING

1. After completing IADT and returning to the SMCR unit, newly trained Marines will receive an orientation briefing from the SMCR Unit Commanding Officer/Officer in Charge or, on an exceptional basis from the SMCR Unit Career Planner. At a minimum, this briefing should include the following:
  - a. Introduction/reintroduction of sponsor.
  - b. Unit mission and operating procedures.
  - c. Participation requirements.
  - d. Unit promotion opportunities and procedures including referral credit incentives (MCO 1130.56).
2. The SMCR Unit Career Planner will ensure that each new join receives a "Welcome Aboard" package containing the materials listed below. Each of these items should be discussed during the orientation brief:
  - a. Commanding Officer's "Welcome Aboard" letter (personalized with an original signature).
  - b. Unit chain of command.
  - c. Drilling schedule.
  - d. Copy of the current Reserve pay schedule.
  - e. Copy of unit history.
  - f. Recall roster to include useful unit phone numbers and sponsor's telephone number and address.

g. Any other material considered important by the SMCR unit.

3. After IADT the Career Planner again reviews with the Marine the enlistment contract, Statement of Understanding (SOU) for enlistment, his/her SRB, and the Orientation Briefing Sheet focusing on the new member's DD Form 1966 giving special attention to:

a. Item 4. (Current Address). Is it within a 100 mile radius of the drill Unit? If outside of the 100 mile limit refer to paragraph 3100.3g of this Order.

b. Item 5. (Home of Record).

c. Item 19. (DEP Enlistment data). The date of DEP enlistment, projected active duty date, and training/enlistment MOS.

d. Item 20. (Accession Data). Enlistment date, term of enlistment (number of years the Reservist will drill with the SMCR), and entry status; (0) - enlistment for shipment without delay or (1) - enlistment with delay prior to ship date.

e. Item 21. (Service Required Codes). Blocks 1-2 component code (K4, K8, K9, B5), blocks 22-24 (term of IADT in days) and blocks 28-70 (test score data) to include; blocks 41-43 GT, blocks 47-49 EL, blocks 50-52 CL, and blocks 53-55 MM.

f. Item 43a. (Specific Option/Program Enlisted for Military Skills, or Assignment to a Geographical area Guarantee). This is hand written by the applicant. MEPS will have added the appropriate QSN. Unit SMCR Career Planner will ensure:

(1) A six year drilling obligation for eligibility for the Montgomery GI Bill (MGIB).

(2) Contracted MOS/actual MOS (DD Form 1966 item 39 and item 43a against page 8A of the Marine's SRB).

(3) Promised bonus (SRIP), if any.

4. Problems unable to be resolved at the unit level should be reported within a week of identification via the chain of command to CMC (M&RA) for resolution. (See figure 3-5 Sample Letter on a Reserve Enlistment Contractual Problem).

# RECRUITING AND RETENTION SOP

## CHAPTER 3

### ORIENTATION NPS/PS

#### SECTION 2: PRIOR SERVICE (PS)

##### 3200. PRIOR SERVICE JOINS

1. Currently only Marine Corps Reserve PS Recruiters can recruit PS Marines for MARRESFOR units.

2. The Reporting unit Career Planner will ensure that PS joins fill MOS requirements listed on the current PS Manpower Plan.

3. Applicants desiring an interservice transfer into the Marine Corps must, obtain approval to reenlist into the Marine Corps Reserve from CMC (MRRE).

4. PS Recruiters are responsible for the administration of all continuous or broken reenlistments into the Reserve.

a. "Continuous reenlistment" is defined as the reenlistment of an individual into the Marine Corps Reserve who has been separated from the Regular Marine Corps or Marine Corps Reserve in excess of twenty f 4 hours but not more than 3 calendar months.

b. "Broken reenlistment" is defined as the reenlistment of an individual in the Marine Corps Reserve who has been separated from the Regular Marine Corps or Marine Corps Reserve for More than 3 calendar months.

5. The SMCR Unit Career Planner will monitor the MOS training of a PS accession just as he does NPS accession via the "tickler card" system. This action will ensure MOS mismatches are held to a minimum and specific T/O assignments are filled with properly trained Marines.

##### 3201. JOINING AUTHORITY AND DOCUMENTATION

1. MARRESFOR Reporting Unit Commanders have the prerogative to accept/reject a potential PS join. If the Reporting Unit Commander rejects the applicant he will complete and sign part 5 of the PS New Member Worksheet (Fig. 3-4).

2. MCO P1001R.1 (MCCRAM) requires any PS Marine to execute a Standard Written Agreement (SWAT) of at least one year in order to join a reserve unit.

3. Before a PS applicant is joined, the Reporting Unit Career Planner will:

a. Screen the applicant and ensure that the individual is MOS qualified or qualified for retraining for a specific T/O billet.

b. Ensure that the Reporting Unit Commander interviews the applicant with the applicant's recruiter present. In the event that the Reporting Unit Commander is not available, the Reporting Unit Career Planner or Personnel Officer is authorized to conduct the interview and to accept qualified PS applicants.

4. When a PS Marine is joined to the SMCR unit, the join package may be the only source document provided to the reporting unit on the Marine until his/her SRB can be reestablished. A temporary skeleton SRB should be opened until a complete Service Record Book is obtained. ASVAB scores should be kept until the information is reflected in REMMPS. The following is a list of the documents which should be in the join package along with specific items which should be checked:

a. Marine Corps Reserve PS Checklist.

b. PS New Member Worksheet. Ensure that Part 4 of this form is signed by the Unit Commander, Executive Officer, or Career Planner. (See figure 3-4).

c. Certified DD Form 214. Ensure that the Marine possesses an appropriate RE code (Block 27).

d. REMMPS QUALITY CONTROL SEGMENT. Ensure that the accession has been posted in the unit diary system.

e. Privacy Act Statement of 1974. Check for signature.

f. Enlistment Contract (DD Form 4). Check for completion and ensure that the contractual time is for a period of at least 24 months. Note: This may not be required for individuals joining from active duty or from the Individual Ready Reserve.

g. DD Form 1966. Check for completeness and accuracy.



h. Application for Assignment to the SMCR. Ensure that the Marine's MOS and grade matches the T/O line number assigned. if not, a new basic MOS must be entered on the Marine and his old primary MOS should be run as the first additional MOS. Ensure that the Marine meets all prerequisites of the newly assigned MOS.

i. Letter of Assignment of School Quota/Agreement to Retrain. If the Marine's original primary MOS does not match the billet MOS, and formal MOS retraining is required, this MOS retraining must be conducted within the constraints agreed upon. The form detailing the new MOS retraining must be signed by the Marine.

j. PS Questionnaire/Declarations. Ensure That no disqualifying declarations have been made.

k. Medical Forms SF88 and 89. Ensure that the Marine is medically qualified for retraining, if required, check block 77 of SF93.

l. Police Check. Ensure that the individual has no criminal warrants or civil litigation pending.

m. CMC Waiver Approval. Ensure CMC letter is provided, if applicable.

n. Statement of Understanding, "USMC Policy on Illegal Use of Drugs". Ensure that the new accession is not a drug user.

o. MEPCOM 714 ADP (ASVAB Scores). If applicable, screen to ensure that the PS member has obtained the necessary test scores required for entry into the SMCR. All personnel desiring entry into the SMCR must have been tested no earlier than 1 Oct 1985. If the individual is joined as an MOS mismatch and requires retraining, the test scores must be no more than 1 year old (365 days). If specific scores are required on certain portions of the test to qualify for retraining, confirm the scores. This document should be maintained in the SRB until the scores are reflected in REMMPS.

#### 3202. PRIOR SERVICE TRAINING ASSIGNMENTS (PSTA)

1. PS applicants who have met the prerequisites for retraining and have been joined in compliance with the current SMCR PS Manpower Plan are eligible for assignment to formal school training. PSTA (located at the Marine Corps Reserve Support Command (MCRSC) Overland Park, Kansas), will obtain the school seat and provide funding for the training.



Although a formal school cannot be assigned to a PS applicant prior to joining the unit, the convening dates of classes should be investigated by the recruiter to assist the Reporting Unit Commander in deciding to accept or to reject the applicant, and to ascertain the applicant's availability for a particular class date. To qualify for a formal school, each PS applicant must meet the following criteria:

a. Be joined to the SMCR unit in REMMPS prior to any assignment action by PSTA.

b. Execute an MOS Qualification Statement. The PS Recruiter will complete this form during the recruiting process. (Note: PSTA is responsible for tracking all MOS mismatch accessions).

c. Meet all required course prerequisites (e.g., ASVAB scores, vision acuity/color vision, eligibility for required security clearance).

d. Have a minimum of two years of contractual service remaining upon completion of training.

e. Have the required issue of uniforms on hand to attend training.

2. Fulfillment of any other administrative requirements, either prior to or subsequent to the issuance of orders, rests with the gaining unit. For this reason the SMCR Unit Commanding Officer/Officer in Charge should be briefed concerning formal retraining potential prior to accepting a new member with an MOS-mismatch. After the PS applicant joins, the only remaining responsibility of the recruiter is to provide the gaining unit with a completed join package.

3. The Career Planner will develop a program to meet PSTA tracking requirements by:

a. Reporting to the CG, MARRESFOR, unit primary and alternate personnel authorized direct liaison with PSTA.

b. Determining the Marine's availability for retraining.

c. Coordinating with PSTA, after the Marine is accessed into REMMPS, for school seat assignment.

d. Reviewing the "Tickler Card" every sixty (60) days until MOS retraining is complete.



e. Contacting CG, MARRESFOR via message in the event retraining has not commenced within nine months of join date.

f. Forwarding requests for MOS retraining substitution and/or alternate school dates via message to CG, MARRESFOR.

4. Once all PS join requirements are fulfilled, PSTA will release a message authorizing the SMCR Commanding Officer/Officer in Charge to issue orders to the PS join for active duty for retraining. This message will also provide the necessary appropriation data for funding. SMCR Commanding Officer/Officer in Charge will provide a copy of the orders for retraining to MCRSC (RSC-4E) or will notify PSTA immediately if, for any reason, orders are not issued.



# RECRUITING AND RETENTION SOP

## CHAPTER 3

### ORIENTATION NPS/PS

#### SECTION 3: SPONSORSHIP PROGRAM

##### 3300. SPONSORSHIP PROGRAM

1 . Establishment. Each SMCR unit will establish a Reserve Sponsorship Program for all newly joined Reservists as described in MCO 1001R.15. The objectives of the program are to:

- a. Familiarize the newly joined members with the SMCR unit.
- b. Instill a sense of unit membership.

2. Retention. The Reserve Sponsorship Program is a vital step in a unit's retention program. To reinforce the program:

- a. The SMCR Commanding Officer/Officer in charge will appoint a sponsor for each newly joined Marine. The sponsor should possess a similar grade and MOS if possible. The sponsor will guide the new Marine through the first three months in the unit. Marines assigned as sponsors should be highly motivated, well qualified Marines who have been in the unit for at least one year.

- b. The assigned sponsor will:

- (1) Give the newly joined Marine a tour of unit facilities.

- (2) Introduce the new member to those in the chain of command.

- (3) Assist the new member in completing administrative requirements, drawing any authorized issue from supply and answering questions, as necessary.

- (4) Ensure that the unit's operating procedures are fully understood by the new member.

- (5) Most importantly, sincerely welcome the newly joined Marine to the unit.

##### 3. Follow-up Program.

- a. Career Planner Follow-up. Besides ensuring the effectiveness of the Sponsorship Program, the SMCR Unit Career

Planner should maintain contact with each newly joined Marine to offer assistance for the smooth transition into the unit.

b. Senior SNCO Follow-up. The SMCR unit's First Sergeant/Sergeant Major or senior SNCO should contact each newly joined Marine within the first two drill weekends after joining. This contact may help identify and resolve problems expeditiously.

c. Commanding Officer/Officer in Charge Follow-up. The unit SMCR Commanding Officer/Officer in Charge or the Career Planning Officer will ensure that:

- (1) The new member was assigned to a proper billet.
- (2) The new member was issued all necessary equipment.
- (3) The required personnel administration was completed.
- (4) The new member is thoroughly acquainted with leadership and billet responsibilities.

4. The "Tickler Card" will be used to ensure that all interviews are conducted and that appropriate follow-up action is taken, as necessary.

RECRUITING AND RETENTION SOP

NON PRIOR SERVICE RESERVE ORIENTATION CHECKLIST

INSTRUCTIONS: Part I is to be completed by RS/Recruiter and will be included in the enlistee's enlistment package for the visit to the SMCR unit for the orientation brief.

PART I

Applicant's Name

LAST  
SSN

FIRST

MI

SMCR Unit

MOS

QSN

MOS School to Attend

Shipping Date

MOS School Date \_\_\_\_\_ SRIP: N/A, REBO Control No. (QSN)  
Date

Does enlistee desire the Montgomery GI Bill?

YES NO

COMP Assigned: YES

NO

IIADT: YES NO

First Increment Begin Date

College

Registration Date

Second Increment Begin Date

Third Increment MCT

ROEP: YES NO

Component Code: (Circle One)

K4 B5 K9 K3  
6x2 5x3 4x4 3x5

Statement of Understanding Attached: YES NO

Education: HS Senior  
Non-HS Grad

HS Grad

College: 1, 2, 3, 4

Other

Remarks: \_\_\_\_\_

Test Scores: AFQT \_\_\_\_\_ GT \_\_\_\_\_ EL \_\_\_\_\_ MM \_\_\_\_\_ CL \_\_\_\_\_ Other

DOB: \_\_\_\_\_ Phone No. ( )

Address:

No. Street  
ZIP

City

State

Approximate Commuting Time/Distance from SMCR Unit:

Employment:

Marital Status: \_\_\_\_\_ No. of Dependents: \_\_\_\_\_

Recruiter's Signature

Figure 3-1.--NonPrior Service Reserve Orientation Checklist.

## RECRUITING AND RETENTION SOP

### NONPRIOR SERVICE RESERVE ORIENTATION CHECKLIST

Part II to be completed by Unit Career Planner or Commanding Officer.

#### PART II:

1. Does the enlistee help fill the MOS requirements of the unit as identified in the Reserve Manpower Plan?.....YES NO
2. Does enlistee live within 50 miles or 1 1/2 hours driving time from the Reserve unit?.....YES NO

Remarks \_\_\_\_\_

3. Does the enlistee understand the requirements for satisfactory participation?
  - a. Two days drill per month?.....YES NO
  - b. Fifteen days of active duty each year? .....YES NO
  - c. Haircut regulations?.....YES NO
  - d. Maintenance of weight standards?.....YES NO
  - e. Proficiency and conduct evaluations?.....YES NO
4. Is the enlistee free from any commitments that would preclude satisfactory participation? (i.e. civilian work conflict, lack of transportation, etc.).....YES NO
5. If enlisting for a particular program, does the enlistee meet the eligibility requirements and has the enlistee been briefed on the program's provisions as stated in:
  - a. Incremental Initial Active Duty Training (IIADT) (MCO 1001R.54)?.....YES NO N/A
  - b. Category P Program (MCO 1500R.36)?.....YES NO N/A
  - c. Selected Reserve Incentive Program (SRIP) (MCO 7220R.38)?.....YES NO N/A
6. Has the enlistee been provided with the address, phone number, and point of contact at the Reserve Reporting Unit?

YES NO

Figure 3-1.--Nonprior Service Reserve Orientation Checklist  
--Continued.

## RECRUITING AND RETENTION SOP

### NONPRIOR SERVICE RESERVE ORIENTATION CHECKLIST

7. Does the enlistee know to forward his/her military address at the recruit depot to family members and to the Unit Career Planner at the Unit? (Provide the enlistee an envelope with the Unit Career Planner's address on the front).....YES NO

8. Does the enlistee understand the terms of the contractual obligation and the consequences for failing to meet the same? .....YES NO

9. Name of enlistee's sponsor.

10. Remarks. \_\_\_\_\_

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Figure 3-1.--Nonprior Service Reserve orientation Checklist

## RECRUITING AND RETENTION SOP

### STATEMENT OF UNDERSTANDING (ROEP)

#### Active Reserve Drill Obligations

1. I, \_\_\_\_\_, am enlisting in the Marine Corps Reserve for a period of eight years in the Reserve Optional enlistment Program (ROEP): \_\_\_\_\_ years following assignment to Initial Active Duty for Training (IADT), satisfactory participation consists of attendance at and satisfactory performance of forty-eight (48) scheduled drills (usually one weekend per month) and not less than fourteen (14) days (exclusive of travel time) of active duty for training during each year of my contract. My remaining time will be in an Individual Ready Reserve (IRR) status.
2. I will be required to attend drills and training periods as prescribed, and I understand that failure to do so may result in my being ordered to active duty by the Commandant of the Marine Corps for a period of two (2) years less any period of active duty or active duty for training I may have already served. I also understand that my failure to attend drills and training periods could result in a less than honorable discharge. I understand that while in a drill unit (active reserve) status I will not be excused from active duty for training for the purpose of attending college.
3. I further understand that the location of my reserve unit is \_\_\_\_\_ city/state. Its Reporting Unit Code (RUC) is \_\_\_\_\_, I will report to this reserve unit for my scheduled drills on the dates and at the times I am ordered to report.
4. I understand that I must keep my Commanding Officer informed of my current address and phone number at all times. If I move, I must join another Marine Reserve Unit in the new area.
5. I realize that during the periods of active duty training and during all my scheduled drills, I will be subjected to the same disciplinary control and regulations as a member of the Regular Marine Corps.
6. I understand that I am expected to maintain the required acceptable standards of dress, hygiene, attitude, decorum, and effort during drills and annual training duty.
7. On \_\_\_\_\_, 19\_\_\_\_, I was briefed by the Inspector-Instructor/Commanding Officer (circle one) of my future Reserve Unit.

Figure 3-2.--Statement of Understanding (ROEP).



## RECRUITING AND RETENTION SOP

### Inactive Reserve and Recall Obligations

8. I understand that I will be eligible for transfer from drill unit (active Reserve) status upon satisfactory completion of years service from the date of my departure for Initial Active Duty Training (IADT) and will be transferred to the IRR for the remainder of my enlistment, unless I request continued active participation.

9. I realize that I will be liable for involuntary recall to active duty in case of national emergency proclaimed by the President of the United States and I may be required to serve not more than twenty-four (24) months active duty, but that in time of national emergency or war declared by Congress, I maybe required to serve at such other times as the law may require.

### Initial Training

10. I understand that I will be assigned to my initial period of active duty for training (Marine Corps Boot Camp, Marine Combat Training and MOS formal Schooling) within 270/360 (circle one) days of enlistment.

11. I understand that following my initial phase of recruit training, I will receive up to ten days leave before commencing the second phase of my training. The length of my leave may vary, dependent upon coordination of training phases.

12. My Military Occupational Specialty (MOS) has been described to me, and understand its prerequisite qualifications. The MOS for which I am enlisting is \_\_\_\_\_ (Job Title) which is designated MOS \_\_\_\_\_ (MOS Number).

13. I realize that if I am disqualified from holding this MOS billet after enlistment, due to discovery of fraudulent enlistment, serious breach of discipline, punishment under the Uniform Code of Military Justice, failure to master the training, or by my failure to maintain necessary qualifications for my MOS, I may be reassigned another MOS which serves the needs and convenience of the Marine Corps.

14. I also realize that after completion of my initial active duty training that the Marine Corps may assign me to a billet which involves responsibilities quite different from those for which I may receive training in the MOS designated above.

Figure 3-2.--Statement of Understanding (ROEP)--Continued.

## RECRUITING AND RETENTION SOP

15. I understand that during my initial period of active duty for training I will attend Marine Corps Boot Camp first, followed by Marine Combat Training and then my MOS school.

Sign to indicate that you have read the preceeding two pages in their entirety:

(Signature of Applicant for Enlistment)

Date

16. I understand that during the initial period of active duty for training, I will not be eligible to start an allotment for any special payments or bonuses prior to completion of my initial training.

### Incentives and Bonuses

17. I realize that I will not be eligible for GI Bill entitlements under the current Reserve Program (which provides for educational assistance) unless I have agreed to serve at six (6) years in the active Reserve. If I already received my baccalaureate degree or its equivalent I am not eligible. I understand that I \_\_\_\_\_ (am/am not) eligible for the GI Bill.

18. I understand that I am not eligible for the Recruiter Assistant Programs.

19. I certify that I have been offered no bonuses or incentives other than those discussed above or indicated in the area below:

(If none, write "NONE").

This Statement of Understanding and your application for enlistment constitutes the entirety of your agreement with the Marine Corps. No additions or changes to these agreements are contemplated to be made at any later date. Personnel at Parris Island/San Diego or at your future Reserve unit may not change your contract except by mutual agreement and with the permission of Headquarters Marine Corps.

I understand that this "Statement of Understanding" will become an annex to my enlistment contract and agree to be bound by its terms. I realize that any subsequent changes to the provisions contained herein as required by law, Executive Order, or by other regulations will have the same force and effect as the provisions contained herein. I certify that I have read and understand my duties, responsibilities, and obligations to the Marine Corps and,

Figure 3-2.--Statement of Understanding (ROEP)--Continued.

RECRUITING AND RETENTION SOP

in consideration of the benefits I hope to derive from my enlistment, agree to the terms outlined above.

(Signature and SSN of Applicant)

(Date)

WITNESS:

(Signature and SSN of Recruiter or MEPS MCO)

QSN:

A copy of this document will be given to each applicant upon enlistment.

SAMPLE

Figure 3-2.--Statement of Understanding (ROEP)--Continued.

RECRUITING AND RETENTION SOP  
STATEMENT OF UNDERSTANDING (IIADT)

Active Reserve Drill Obligations

1. I am enlisting in the Marine Corps Reserve for eight years. The Program I am enlisting under is the Incremental Initial Active Duty for Training Option which allows two separate periods of training. For six (6) years after I began Initial Active Duty for Training (IADT), I will be a member of the Selected Marine Corps Reserve (SMCR) unit. I understand that for those six years, satisfactory participation consists of attendance at and satisfactory performance of forty-eight (48) scheduled drills (usually one weekend per month) and not less than fourteen (14) days (exclusive of travel time) of active duty for training during each year of my contract. My remaining two (2) years will be in an Individual Ready Reserve (IRR) status.

2. I will be required to attend drills and training periods as prescribed, and I understand that failure to do so may result in my being ordered to active duty by the Commandant of the Marine Corps for a period of two (2) years less any period of active duty or active duty for training I may have already served. I also understand that my failure to attend drills and training periods could result in a less than honorable discharge. I understand that while in a drill unit (active reserve) status I will not be excused from active duty for training for the purpose of attending college.

a. I understand that after recruit training (Boot Camp) I will be released from active duty and ordered back to my parent SMCR Unit. My release from active duty physical, DD 214 and final "pay and allowances" settlement will be completed prior to my release from active duty.

b. Within 1 year after recruit training, I will be ordered to a second increment of initial active duty for training until I complete the training requirements for my military occupational speciality (MOS). Subsequently I will be ordered to Marine Combat Training (except infantry MOS (03) which will attend Marine Combat Training during the second summer immediately followed by MOS training, when possible).

c. I understand that if I drop from my post secondary educational institution, I will be ordered to the first available seat for the second increment of initial active duty for training and then the Marine Combat Training.

Figure 3-3.--Statement of Understanding (IIADT).

## RECRUITING AND RETENTION SOP

Sign to indicate that you have read this page in its entirety:

(Signature of Applicant for Enlistment)

(Date)

d. If it becomes aparent in the course of recruit training, that as a result of a training setback, I will not be able to complete recruit training prior to the convening date of my college/educational institution, I will be eligible for discharge per the current edition of MCO P1900.16. In such circumstances, I may, at my reuest, continue training until completion.

3. I further understand that the location of my reserve unit is \_\_\_\_\_ city/state. Its Reporting Unit Code (RUC) is \_\_\_\_\_, I will report to this reserve unit for my scheduled drills on the dates and at the times I am ordered to report.

4. I understand that I must keep my commanding officer informed of my current adress and phone number at all times. If I move, I must join another Marine Reserve Unit in the new area.

5. I realize that during the periods of active duty of training and during all my scheduled drills, I will be subjected to the same disciplinary control and regulations as a member of the Regular Marine Corps.

6. I understand that I am expected to maintain the required acceptable standards of dress, hygiene, attitude, decorum, and effort during drills and annual training duty.

7. On \_\_\_\_\_, 19\_\_\_\_, I was briefed by the Inspector-Instructor/Commanding Officer (circle one) of my future Reserve Unit.

### Inactive Reserve and Recall Obligations

8. I understand that I will be eligible for transfer from drill unit (active Reserve) status upon satisfactory completion of years service from the date of my departure for Initial Active Duty Training (IADT) and will be transferred to the IRR for the remainder of my enlistment, unless I request continued active participation.

9. I realize that I will be liable for involuntary recall to active duty in case of national emergency proclaimed by the President of the United States and I may be required to serve not more than twenty-four (24) months active duty, but that in time of national emergency or war declared by Congress, I maybe required to serve for the duration of the national emergency or war and for six (6) months thereafter,

Figure 3-3.--Statement of Understanding (IIADT)--Continued.



## RECRUITING AND RETENTION SOP

and that I may be required to serve at such other times as the law may require.

### Initial Training

10. I understand that I will be assigned to my initial period of active duty for training (Marine Corps Boot Camp) within 270/360 (circle one) days of enlistment.

11. My Military Occupational Specialty (MOS) has been described to me, and I understand its prerequisite qualifications. The MOS for which I am enlisting is (Job Title) which is designated as MOS (MOS Number).

12. I realize that if I am disqualified from holding this MOS billet after enlistment, due to discovery of fraudulent enlistment, serious breach of discipline, punishment under the Uniform Code of Military Justice, failure to master the training, or by my failure to maintain necessary qualifications for my MOS, I may be assigned another MOS which serves the needs and convenience of the Marine Corps.

13. I also realize that after completion of my initial active duty training that the Marine Corps may assign me to a billet which involves responsibility quite different from those for which I may receive training in the MOS designated above.

14. I understand that after completion of my initial active duty training, I will be entitled only to those payments which involves responsibility quite different from those for which I may receive training in the MOS designated above.

15. I also understand that during the initial period of active duty for training, I will be entitled only to those payments which accrue while on active duty for training. I will not be eligible to receive any special payment or bonuses prior to completion of my initial training.

### Incentives and Bonuses

16. I realize that I will be eligible for the GI Bill entitlements under the current Reserve Program (which provides for educational assistance) unless I have already received my baccalaureate degree or its equivalent in which case I am not eligible. After I have received my baccalaureate degree I will cease to be eligible. I understand that I (am/am not) eligible for the GI Bill.

Figure 3-3.--Statement of Understanding (IIADT)--Continued.

## RECRUITING AND RETENTION SOP

Sign to indicate that you have read this page in its entirety:

\_\_\_\_\_  
(Signature of Applicant for Enlistment)

\_\_\_\_\_  
(Date)

17. I understand that I am not eligible for the Recruiter Assistant Program.

18. I certify that I have been offered no bonuses or incentives other than those discussed above or indicated in the area below:

This information will also be used in computing the annual attrition/retention rate of the unit.

### 4202. Prior Service Training Assignment (PSTA)

1. PSTA located at the Marine Corps Reserve Support Command (MCRSC) in Overland Park, Kansas, is the vehicle by which newly-joined PS Marines can be retrained in an MOS compatible with Unit requirement. Although a retraining seat cannot be assigned to a PS applicant prior to joining the unit, the convening dates of classes would be investigated to my enlistment contract and agree to be bound by its terms. I realize that any subsequent changes to the provisions contained herein as required by law, Executive Order or by other regulations will have the same force and effect as the provisions contained herein. I certify that I have read and understand my duties, responsibilities, and obligations to the Marine Corps and, in consideration of the benefits I hope to derive from my enlistment agree to the terms outlined above.

\_\_\_\_\_  
(Signature and SSN of Applicant)

\_\_\_\_\_  
(Date)

WITNESS: \_\_\_\_\_

\_\_\_\_\_  
(Signature and SSN of Recruiter of NCO)

\_\_\_\_\_  
(To be completely by MEPS Liaison NCO)

A copy of this document will be given to each applicant upon enlistment.

Figure 3-3.--Statement of Understanding (IIADT)--Continued.

RECRUITING AND RETENTION SOP

PRIOR SERVICE NEW MEMBER WORKSHEET

PART 1 - APPLICANT DATA

RECRUITING NCO: \_\_\_\_\_ SOURCE CODES: \_\_\_\_\_  
APPLICANT'S NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ RANK: \_\_\_\_\_  
PERMANENT  
ADDRESS: \_\_\_\_\_ PHONE: (H): \_\_\_\_\_  
PHONE: (W): \_\_\_\_\_

PART 2 - MCRSC/MSOC VERIFICATION:

CONFIRMATION CODE: \_\_\_\_\_ DATE: \_\_\_\_\_ RE CODE: \_\_\_\_\_  
LAST PHYSICAL DATE: \_\_\_\_\_ WEIGHT CONTROL: \_\_\_\_\_ CRUC: \_\_\_\_\_  
COMPONENT CODE: \_\_\_\_\_ REC STATUS: \_\_\_\_\_ ECC: \_\_\_\_\_ GT: \_\_\_\_\_ MG: \_\_\_\_\_

PART 3 - UNIT VERIFICATION:

A. RECEIVED \_\_\_\_\_ (APPLICANT'S) ENLISTMENT PAPERWORK  
FROM \_\_\_\_\_ (SNCO) ON \_\_\_\_\_

B. ENLISTMENT/JOIN PACKAGE INCLUDES THE FOLLOWING, DOCUMENT, AS  
APPLICABLE:

\_\_\_\_\_ DD FORM 214/MSQC  
\_\_\_\_\_ PRIVACY ACT STATEMENT (ORIGINAL)  
\_\_\_\_\_ DD FORM 4 (IF APPLICABLE)  
\_\_\_\_\_ APPLICATION FOR ASSIGNMENT (IF APPLICABLE)  
\_\_\_\_\_ DD FORM 1966 (IF APPLICABLE)  
\_\_\_\_\_ STANDARD PHYSICAL FORM SF-88/SF-93 (IF APPLICABLE)  
\_\_\_\_\_ DD FORMS (8) 369 POLICE CHECK (8)  
\_\_\_\_\_ COPY OF WAIVER REQUEST & WAIVER APPROVAL (IF APPLICABLE)  
\_\_\_\_\_ DRUG ABUSE FORM (ORIGINAL)  
\_\_\_\_\_ STATEMENT OF UNDERSTANDING (DRUG ABUSE POLICY) (ORIGINAL)  
\_\_\_\_\_ DD FORM 368, REQUEST FOR DISCHARGE OR CLEARANCE (IF APPL)  
\_\_\_\_\_ MEPCOM 714 ADP, ASVAB SCORES (IF APPLICABLE)  
\_\_\_\_\_ MOS QUALIFICATION STATEMENT

C. UNIT RECRUITED FOR:

PRIMARY MOS: \_\_\_\_\_ T/O: \_\_\_\_\_ LINE NO: \_\_\_\_\_  
BILLMOS: \_\_\_\_\_ RUC: \_\_\_\_\_

PART 4 - UNIT ACCEPTANCE STATEMENT (USE IF APPLICANT IS FOR JOIN)

I HAVE RECEIVED AND REVIEWED THE REQUIRED DOCUMENTATION AS THE  
PART 3(B) ABOVE. I HAVE ALSO VERIFIED THE APPLICANT'S HEIGHT AND  
WEIGHT AS: HT \_\_\_\_\_ WT \_\_\_\_\_ WITHIN AN ACCEPTABLE STANDARDS AS PER MCO  
6100.10. I ACCEPT THIS APPLICANT FOR SMCR JOIN, AS IN PART 3(C)  
ABOVE.

UNIT REPRESENTATIVE DATE

RANK/TITLE

Figure 3-4.--Prior Service New Member Worksheet.



RECRUITING AND RETENTION SOP

PART 5 - REJECTION STATEMENT

I HAVE RECEIVED AND REVIEWED THE REQUIRED DOCUMENTATION AND REJECT THIS APPLICATION FOR JOIN TO THE UNIT FOR THE FOLLOWING SPECIFIC REASON(S):

\_\_\_\_\_  
UNIT REPRESENTATIVE DATE

\_\_\_\_\_  
RANK/TITLE

SAMPLE

Figure 3-4.--Prior Service New Member Worksheet--Continued.

## RECRUITING AND RETENTION SOP

### SAMPLE LETTER OF A RESERVE ENLISTMENT CONTRACTUAL PROBLEM

1040  
G-1M

From: (Marine's Name)  
To: Commandant of the Marine Corps (MRRE), Headquarters, U. S.  
Marine Corps, Washington, D.C. 20380-5050  
Via: (1) Commanding Officer/OIC (unit)  
(2) Commanding Officer (unit)  
(3) Commanding General, Marine Reserve Force  
Subj: RESERVE ENLISTMENT CONTRACTUAL PROBLEM  
Encl: (1) DD Form 1966 (Mandatory)  
(2) Statement of Understanding (Mandatory)  
(3) DD Form 4  
(4) SRB Page 3 (If appropriate)  
(5) SRB Page 8A (If appropriate)  
(6) SRB Page 11 (If appropriate)  
(7) SRB Page 12 (If appropriate)  
(8) Personal Statement of Marine (Mandatory)

1. A review of my enlistment documents, enclosures (1) through (3), and appropriate SRB pages reveal that I:

- a. Was assigned an incorrect component code.
- b. Was trained in an MOS other than the MOS for which I was recruited.
- c. Have a monetary bonus problem.

2. I have included supporting documents, (enclosures if any), and a personal detailed statement in this regard (enclosure (8)). This statement may be handwritten.

3. Request assistance to resolve the identified problem.

(X. Signature)

Figure 3-5.--Sample Letter of a Reserve Enlistment Contractual Problem.

# RECRUITING AND RETENTION SOP

## CHAPTER 4

### RECRUITING PLANS AND RESERVE REFERRAL CREDIT PROGRAMS

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## RECRUITING AND RETENTION SOP

### CHAPTER 4

#### RECRUITING PLANS AND RESERVE REFERRAL CREDIT PROGRAM

4000. GENERAL. This chapter provides detailed information concerning recruiting plans, manpower plans and the Reserve Referral Credit Program.

# RECRUITING AND RETENTION SOP

## CHAPTER 4

### RECRUITING PLANS AND RESERVE REFERRAL CREDIT PROGRAM

#### SECTION 1: RECRUITING PLANS

4100. RECRUITING PLANS. In order to properly access the total recruiting requirements of MARRESFOR, two inter-related recruiting plans are produced; the Non-Prior Service Recruiting Plan and the Prior Service Recruiting Plan. The recruiting plans are derived from the Headquarters MARRESFOR manpower plan. The manpower plan is a result of the analysis of current personnel shortages combined with projected gains and losses balanced against the current IRR demographics report. This process is described in detail in the remainder of this section. Upon conclusion of the two annual recruiting conferences, the approved recruiting plans are forwarded to all MARRESFOR Sites, to be used by unit and SMCR Unit Career Planners to track and monitor reserve recruiting.

1. Manpower Plan. Each fiscal year, CG, MARRESFOR prepares a list of projected manpower needs which may be achieved by recruiting both NPS and PS Marines. This list is constructed by MOS and grade for each Unit. It is then forwarded to the unit for review. The list shows SMCR T/O requirements, current SMCR personnel strength as reported in REMMPS as well as projected gains based upon the Projected Training Completion Dates of personnel recruited from previously submitted recruiting plans. Upon completion of the Sites review, CG, MARRESFOR consolidates the information and submits both NPS and PS Recruiting Plans to HQMC and MCRSC. Headquarters Marine Corps and MCRSC then analyze MARRESFOR requirements against the capabilities of the recruiting service to fill the vacancies. On occasion, unit requirements exceed the capabilities of the recruiting service and/or the availability of formal school seats and the result may not reflect the units review of the manpower plan.

2. Supplemental Shiplist. In addition to the annual submission of the recruiting plan, a NPS Supplemental Shiplist is also prepared. This supplemental shiplist is a "wish list" of additional T/O authorized personnel in excess of the requirements already listed on the recruiting plan. The recruiting service strives to fill the recruiting plan as directed; however, the supplemental shiplist allows the recruiting service to enlist substitute and/or additional applicants for other T/O billet requirements. The supplemental shiplist is an "escape valve" for meeting NPS Recruiting Plans by giving the recruiting service the flexibility to complete its mission.

4101. RECONCILING THE RECRUITING PLANS

1. The SMCR Unit Career Planner should monitor the unit's assigned manning level by MOS and T/O line number and track any personnel enlisted for the unit who are in IADT. The Career Planner should also track the recruiting plan by QSN to determine which NPS requirements are being filled. This constant review will assist the unit in its annual review of the manpower plan for submission to CG, MARRESFOR. Each year CG, MARRESFOR will forward an Over-Short Report to each Unit. This report is used to assist in the determination of NPS and PS recruiting requirements.

2. The Over-Short Report is used to compare SMCR T/O requirements with SMCR personnel reported in REMMPS. If there is an asterisk on the "T/O" line, there are no SMCR personnel rated in this MOS; however, there are SMCR personnel with this MOS reported in REMMPS. If there is an asterisk on the "O/H" line, SMCR personnel are rated in this MOS but REMMPS does not report any "on hand". Lines indicating "over" or "under" reflect the T/O requirement as compared to the reported "on-hand" numbers.

3. The Over-Short Report may be used to compile data for manpower plan submission. The following comments apply:

a. The figures under the current year, current year + 1 and current year + 2 columns reflect the PS inbounds in parenthesis and the NPS inbounds by Projected Training Completion Dates based upon submissions of previous recruiting plans.

b. The columns on the far right indicate the projected PS in parentheses and NPS requirements. In reviewing these projections the unit should keep in mind that NPS accessions may not report to the unit for an additional 2 to 3 years beyond enlistment date.

c. The SMCR Unit Career Planner should maintain copies of Recruiting Plans in order to annotate the names of personnel recruited to fill particular QSN's listed on the plans, and to ensure that each enlistee receives an orientation brief prior to reporting to recruit training.

d. By monitoring all recruiting plans previously submitted, the SMCR Unit Career Planner should be able to compare unit manpower requirements to the unit's "on-hand" personnel and projected by name inbounds.

4102. MODIFICATIONS TO THE RECRUITING PLANS. Because of changes in T/O's or loss of personnel in the training pipelines, the recruiting plans may need to be modified. Although not always possible, these general guidelines apply:

### 1. The NPS Plan

a. Proposed Deletions to Quota. Submit immediately via chain of command to CG, MARRESFOR to cease unwanted recruiting.

b. NPS Current Year

(1) Additions to original quota are not possible.

(2) Additional personnel may be requested by use of the supplemental shiplist.

c. NPS Current Year + 1 and + 2 (Recruiting Plan)

(1) Additions to original quota cannot be made without concurrence of CG, MARRESFOR and CMC (M&RA).

(2) Exchange of MOS's

(a) Considered on one for one basis.

(b) Needs MARRESFOR and CMC (M&RA) concurrence.

### 2. The PS Plan

a. Proposed Deletions to Quota. Submit as necessary via the chain of command to CG, MARRESFOR to cease unwanted recruiting.

b. Proposed Additions. Submit as necessary via the chain of command to CG, MARRESFOR. This Headquarters will coordinate with MCRSC.

## 4103. MOS REASSIGNMENTS

### 1. The NPS Plan

a. Personnel are recruited into the SMCR to be trained in specific MOS's, to fill particular T/O line numbers, and to join specific units. Occasionally a recruit is disqualified from MOS training because of academic failure, misconduct, physical disability or because the recruit does not possess the required test scores for the promised MOS. The Marine must then be reassigned to a new MOS training track. The new MOS assignment must be an MOS which the unit rates on its T/O and one in which the unit is understaffed.

b. The reassignment of an NPS Marine to a new training track is a serious decision. The new MOS must benefit both the unit and the Marine. The Marine may not serve a full enlistment in an unwanted or disliked MOS and should be assigned a MOS that will challenge his/her talents.



c. MOS reassignments are made by the Entry Level Training Assignment (ELTA) Liaison NCO's at the various training locations or by CMC. However, it is important that the Unit or SMCR Unit Career Planner coordinate any required reassignments to ensure that the MOS reassignment is in the best interest of the unit and the Marine.

2. The PS Plan. Changes of MOS's previously requested may be made on a one for one basis and submitted as needed via the chain of command to CG, MARRESFOR.

## RECRUITING AND RETENTION SOP

### CHAPTER 4

#### RECRUITING PLANS AND RESERVE REFERRAL CREDIT PROGRAM

##### SECTION 2: RESERVE REFERRAL CREDIT PROGRAM

#### 4200. RESERVE REFERRAL CREDIT PROGRAM

1. MCO 1130.56 assigns a referral credit quota to the CG, MARRESFOR which is equal to 25% of the MARRESFOR NPS Recruiting Plan. The CG, MARRESFOR, in turn, assigns quotas to subordinate SMCR units. Annually, each Unit is given a referral credit quota based on SMCR population.
2. Each Unit, will submit a monthly Referral Credit Report to CG, MARRESFOR, no later than the 5th of each month. Negative reports are required. Each Unit's Career Planner should telephonically contact the supporting recruiting station at the beginning of each month to verify the number of names of referral credits that the Unit earned during the previous month. The Referral Credit reports will be submitted by Naval Message to include referrals/attainments, Unit, Report Unit Command (RUC), FName, MInitial, LName, SSN, year to date total, and date of enlistment for applicants obtained. Disagreements should be brought to the attention of CMC (M&RA) via the CG, MARRESFOR.
3. MCO 1130.62 outlines incentives and forms of recognition for Marines making referrals. Incentives and forms of recognition are now applicable to SMCR personnel. Proper measures should be taken by each unit to promote the incentives available and to ensure that credit is given to those deserving recognition for their efforts.

#### 4201. DEFINITION OF A REFERRAL

##### 1. A Referral may be:

- a. An individual interested in enlisting who walks into the SMCR Unit/Unit and is interviewed by a member of the SMCR Unit/Unit. (If the individual is looking for a specific recruiter at the local recruiting substation to keep an appointment, the individual is not a unit referral).
- b. An individual contacted by a member of the SMCR Unit/Unit who decides to talk with a recruiter about enlisting.
- c. A former Marine not affiliated with an SMCR unit who decides to reenlist into the Regular Marine Corps. The former Marine must go through the SMCR Unit/Unit to the recruiting station/substation for referral credit.

d. An SMCR reservist who is assigned to Extended Active Duty (EAD) recruiter status.

e. A nonobligor, presently in the SMCR unit, who decides to reenlist into the regular component. This does not include an EAD recruiter.

#### 4202. REFERRAL CREDITS

1. Referral credits are only given to SMCR Units/Units for providing to a recruiting station/substation or to an Officer Selection Officer (OSO) personnel who are found to be qualified for enlistment and are subsequently sworn into the Regular Marine Corps or the Marine Corps Reserve. Credit will not be given until a referral is sworn in. The procedure for qualifying a prospect as a referral credit for a SMCR Unit/Unit is:

a. Persuade the prospect to interview with a recruiter. The prospect now becomes a referral.

b. Call the referral's name into recruiting station or to the OSO.

c. Coordinate with the local recruiting station to determine which recruiting substation will process the referral.

d. Deliver the referral to the designated recruiting substation or OSO. Coordinate the method of delivery with the recruiting substation or OSO.

e. Monitor the progress of the referral with the recruiting substation or OSO. Extended delays should be reported to the Recruiting Station's Commanding Officer.

f. For an enlisted referral, ensure completion of items 1 through 6 on the Referral Card and promptly submit the card to the correct recruiting station/substation.

g. For an officer referral, ensure completion of items 1 through 6 on the Referral card to the OSO.

**4203. BASIC ADMINISTRATION**

1. When a Marine of the local Command informs the Career Planner that a prospect is interested in joining the Marine Corps, the Career Planner will briefly screen the prospect (age, education, and health) and complete the Referral Credit Card. This is a three-part form used to track unit referrals.

a. Part I will be retained by the unit. This card will be tracked until the prospect either enlists or is disqualified. This will ensure that the unit and the Marine making the referral receive the credit and recognition due.

b. Parts II and III will be forwarded to the local recruiting station.

**4204. CREDIT FOR ASSISTING THE LOCAL RECRUITERS**

1. Reserve Units/Units will not engage in direct competition with the recruiting service by canvassing school lists unless approved by the Recruiting Station's Commanding Officer. Any school lists obtained by an SMCR unit will be turned over to the local recruiting station/substation. In no case will a unit attempt to work, visit, or contact a high school/junior college/college without, prior coordination with the recruiting station/substation.

2. The means by which an SMCR unit locates prospects and generates referrals are by unit Officers and members active participation in the community.

3. On occasion activities are co-sponsored by an SMCR unit and a recruiting station. The Commanding Officer/Officers in Charge of the SMCR Unit and the recruiting station should predetermine a mutually acceptable solution for sharing the contacts for potential referral credits.

# RECRUITING AND RETENTION SOP

## CHAPTER 5

### CAREER PLANNING MANAGEMENT

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## RECRUITING AND RETENTION SOP

### CHAPTER 5

#### CAREER PLANNING MANAGEMENT

5000. GENERAL. The Marine Reserve Force is a unique organization because of its personnel composition. In addition to the regular Marines stationed at each Unit, Full Time Support (FTS) and SMCR Marines provide the manpower for maintaining combat readiness. The job of the Career Planner is to inform Marines of career options available in the Regular Marine Corps or Marine Corps Reserve. The Career Planner should assist Marines in making their career decisions, as well as, propose solutions to any problems concerning reenlistment. In providing necessary assistance, the Career Planner should be familiar with the individual and possible reenlistment options. Good preparation prevents a Career Planner from appearing ignorant or disinterested and helps to maintain credibility. Every Marine, regardless of component, plays a vital role and deserves our very best leadership and retention efforts.



# RECRUITING AND RETENTION SOP

## CHAPTER 5

### CAREER PLANNING MANAGEMENT

#### SECTION 1: REGULAR

##### 5100. REGULAR ACTIVE DUTY

1. Regular Marines stationed at all MARRESFOR Units may require special attention. In some cases, these Marines are assigned to an isolated station away from the amenities of a major command and may be experiencing their first independent duty. Career planning efforts take on increased importance as many of the benefits associated with a successful retention program do not exist at these locations. Concerned leadership by the Unit Commanding Officers and enthusiastic efforts by the Unit Career Planners may help to overcome these barriers. Our mission is to provide that attention and assistance to ensure that our best Marines remain in the Corps.

2. All subordinate MARRESFOR Units on the Career Planning Management System (CPMS). CPMS is an automated mode of electronic mail used to expediently transmit/receive requests and authority for reenlistments extensions and lateral movement from the Commandant of the Marine Corps (MMEA-6). It should be used for the most effective, expedient reenlistment of regular enlisted personnel.

3. Requirements for the report are outlined in the current edition of MCO P1040.31.

4. The information contained on the Regular Enlisted Career Planning Report (fig 5-1) will be faxed to CG, MARRESFOR DSN 363-1082, COMM (504) 948-1082 NLT than the 20th of each month, with a paper copy mailed to arrive by the 5th of each following month.





## RECRUITING AND RETENTION SOP

### CHAPTER 5

#### CAREER PLANNING MANAGEMENT

#### SECTION 2: FULL TIME SUPPORT (FTS)

##### 5200. FULL TIME SUPPORT (FTS)

1. Though assigned to active duty, Full Time Support (FTS) personnel are members of the Marine Corps Reserve. All orders and directives governing reserve retention apply. For counseling and tracking FTS personnel reenlistment interviews, the procedures listed below should be followed:

a. Prepare an SMCR "Tickler Card" and Reserve Contact Sheet for each Marine assigned to the FTS program as shown in paragraph 5301.4.

b. Maintain the card in the appropriate file and schedule interviews per section 3 of chapter 6.

c. For Service Record Book entries do not confuse the EAS with the ECC.

d. The card will also be highlighted with the action date being set as 14 months prior to EAS. At this time, the Unit Career Planner or the Unit Commanding Officer will conduct a brief interview with the Marine informing him/her that it is now possible to submit a new FTS application and of any new FTS policy changes that may affect the Marine's choices of assignment. Refer to MCO 1001.52 for this information.

5201. WAIVERS AND REQUESTS. Reenlistment waivers and Requests For Service Beyond 20 Years are submitted in the format shown in Figure 6-1. Submit the waiver per the directions in Chapter 6 of this SOP. Annotate on the package that; "This separate request is submitted in conjunction with an FTS contract application."

5202. LUMP SUM LEAVE (LSL). FTS incumbents may be required to reenlist or to extend their current reserve enlistment contract early in order to accept continuation within the FTS program. However, in order for an FTS enlisted Marine to participate in LSL, the reserve reenlistment must occur within 90 days of ECC. CMC (MMRA) will accept an SRB page 11 entry as an intent to extend or to reenlist for FTS incumbents. The entry will read:

5202

RECRUITING AND RETENTION SOP

"At my ECC I agree to extend/reenlist to have sufficient time to complete my FTS assignment."

5203. EXCEPTION. FTS personnel in receipt of Permanent Change of Station (PCS) orders are required to actually reenlist to accept their orders. If ECC is greater than 1 year, CMC (RAM-5) must authorize reenlistment authority.

## RECRUITING AND RETENTION SOP

### CHAPTER 5

#### CAREER PLANNING MANAGEMENT

#### SECTION 3: SELECTED MARINE CORPS RESERVE (SMCR)

##### 5300. SELECTED MARINE CORPS RESERVE (SMCR)

1. In addition to the information provided for reserve retention contained under the FTS program element, this section provides additional information concerning reserve retention. An important aspect of retention is to know the intent of the Marines assigned to the unit. One way to accomplish this is to maintain contact with the individual Marine through the use of counseling interviews. Career counseling interviews are either preplanned or unplanned. Career planners should enter the reason and the date of the counseling onto the career planner's record of the Marine (Figure 5-2). Preplanned interviews are scheduled based on the time remaining on the current contract. Proper maintenance of the "Tickler Card" will ensure the timely scheduling of the mandatory interviews.

a. Twelve Month Interview. Will be conducted for all Sergeants and below 12-14 months prior to a Marine's end of drilling obligation. If problems are uncovered which may prevent a Marine's reenlistment, the SMCR Unit Career Planner will prepare a plan to resolve such problems. The SMCR Unit Career Planner will use this opportunity to schedule further counseling, as necessary. Request for waivers, if required, should be initiated at this time.

b. SMCR Unit Commanding Officer's/Officer's in Charge Interview. Within 30 days after the SMCR Unit Career Planner's 12 month interview, the SMCR Unit Commanding Officer/Officer in Charge will interview the Marine. The primary purpose of this interview is to motivate qualified Marines to reenlist. SMCR Unit Commanding Officer/Officer in Charge should use this opportunity to express their opinion as to the value of the Marine's contribution to the unit. Quite frequently a Reservist's decision to reenlist is simply a matter of the Commanding Officer asking him/her to do so. If at this point, the Marine does not desire to reenlist, schedule an additional interview with the Commanding Officer no later than six months prior to the end of the Marine's drilling obligation. During this interval the Marine should be encouraged and counseled on how to resolve identified problems. Resolution may either be by direct assistance, referral to more qualified personnel, or both.

(3) SNCO Eight Month Interview. Staff NCO's should be interviewed by the SMCR Unit Career Planner eight months prior to Expiration of Current Contract (ECC). This eight month period allows adequate time to resolve identified problems and to request appropriate waivers/requests as necessary. (See Chapter 6 for procedures in requesting waivers/request).

(4) Six Month Interview. Normally the SMCR Unit Career Planner conducts this interview for all Sergeants and below and uses it to determine a Marine's intention if not already known. Any problems which were identified at the 12 month interview are discussed. If problems affecting reenlistment still exist, immediate action should be taken to resolve them. Individuals who the SMCR Unit Commanding Officer/Officer in Charge determine marginal or unsatisfactory are rescheduled for another SMCR Unit Commanding Officer's/Officer's in Charge interview at this time. The SMCR Unit Career Planner also determines the Marine's eligibility for a reenlistment bonus under the Selected Reserve Incentive Program (SRIP). He will insure that any required waiver for reenlistment has been submitted. (See Chapter 6).

(5) Final Interview. If a valued Marine is still undecided, the final interview is intended to persuade the Marine to stay. The SMCR Unit Commanding Officer/Officer in Charge conducts this interview within three months of the end of the Marine's drilling obligation. Marines who decide to separate must be informed of any remaining IRR obligation or opportunities for participation in the IRR.

2. Unplanned. Career Planners must be thoroughly familiar with all current information affecting the Career Planning Program. Occasionally, a Career Planner will be approached by a Marine seeking such information. Career Planners must always be prepared for such unplanned counseling.

3. Career Planning Counseling. During any preplanned or unplanned interview the following should be discussed:

- a. What is the Marine's intention about the Reserve?
- b. How can the Career Planner best help the Marine?
- c. Does the Marine fully understand the Reserve program and what is expected of him?
- d. What problems, personal or professional, may affect the Marine's decision to reenlist?
- e. Does the Marine's past performance qualify him/her for continued service in the Reserve?

- f. What opportunities are available for continued participation within the unit and throughout the Reserve?
- g. Special programs for which the Marine is qualified.
- h. Expected response date for any unresolved issues.

#### 5301. RECORDS MANAGEMENT

1. Well organized, continuously updated files are mandatory. Without correct and complete records, Career Planners cannot be effective. Career Planners will maintain records to identify individual problems and retention trends, substantiate reports, and facilitate turnover. Some information may be of a sensitive or personal nature and must be treated with utmost discretion. Career planners need to restrict access of their files to a "need to know" basis only.

#### 2. Reserve Career Planning Contact Record.

a. Prepare contact records, (See Figure 5-2) for all enlisted personnel when they return from IADT or, in the case of PS, when they join the unit. Maintain the record on first and second term Marines through the grade of sergeant. Remove and destroy the contact record when a Marine begins a new reenlistment, leaves the unit, or is promoted to staff sergeant. A new contact record is prepared on Marines below the grade of staff sergeant when they reenlist for the first time.

b. File the contact record on the document side of the SRB. Each entry on the form must be signed and dated by the person completing the action at the time of completion. Fill out parts I through VI as follows:

(1) Part I Initial Data. Unit administrative personnel complete this part at the time the record is opened. Periodic checks should be made by the Career Planner to ensure accomplishment.

(2) Part II Eligibility for Reenlistment. Unit administrative personnel complete this part 12-14 months prior to expiration of a member's drilling obligation.

(3) Part III Career Planner's Initial Interview. This entry indicates that the Marine has received the twelve month briefing and is aware of his/her status relative to continued Reserve participation.

(4) Part IV Commanding Officer's Interview and Recommendation. The SMCR Unit Commanding Officer/Officer in Charge completes this part by describing the Marine's value to the Marine Corps Reserve and by including a recommendation for reenlistment. If a Marine is not recommended for reenlistment, schedule subsequent interviews at such times as the Commanding Officer/Officer in Charge desires to reevaluate his recommendation but not later than three months from the end of drilling obligation. The Career Planner should also remind such Marines of the need for improvement of their performance. When such counseling is necessary an appropriate entry will be made on page 11 of the SRB as described in MCO 7302.3. In all cases, this part of the form must be signed by the SMCR Unit Commanding Officer/Officer in Charge.

(5) Part V Career Planner's Six Month Interview. Conducted six months prior to expiration of drilling obligation. The SMCR Unit Career Planner will record essential details of the interview, as necessary.

(6) Part VI EAS/EOS Interview. (Final Interview) Conducted three months prior to expiration of drilling obligation. Both the SMCR Unit Commanding Officer/Officer in Charge and the SMCR Unit Career Planner will conduct EAS/EOS interviews. Make the appropriate page 11 entry in the SRB at this time. The SMCR Unit Commanding Officer/Officer in Charge will assign the appropriate reenlistment code during the EAS/EOS interview for those Marines who will separate. Start a new contact record if a Marine has reenlisted and is a sergeant or below. Ensure that all stipulations of the reenlistment contract are fulfilled.

3. Required SRB Entries. The administration of the Career Planning Program requires that appropriate entries be made on page 11 of a Marine's SRB. The entry will be jointly signed by the Marine and by the SMCR Unit Commanding Officer/Officer in Charge or by a person authorized to sign SRB entries. Specific reason for reenlistment code assignment will be provided in the assignment notification.

a. For first and second term Marines, the entry should be made after the SMCR Unit Commanding Officer/Officer in Charge has conducted his final interview.

b. Reenlistment/Extension Approval/Incentive Granted. MCO P1070.12 applies.

c. Not Recommended/Eligible for Reenlistment. MCO P1070.12 applies.



4. Marine Corps Reserve Career Planning Tracking Card ("Tickler Card"). Career Planners will maintain a "Tickler Card" file on every enlisted Marine in the command. Figure 5-3 is an example of a "tickler" filing card. Files are kept on 5x8 index cards in chronological sequence by action dates. Action dates are defined as the next scheduled time for review of a Marine's file. Once a Marine reenlists/extends, the card is replaced with a new card. The "tickler card" will be provided by CG, MARRESFOR upon request. Properly organized, the tickler files tell the Career Planner at a glance:

- a. The name and grade of the Marine.
- b. When a Marine joined the unit.
- c. When a Marine is due for an interview, as well as the expiration date of the drilling obligation.
- d. When a Marine's Individual Ready Reserve obligation will be completed.
- e. The type of interview next scheduled and the projected date of that interview.

5. Alpha Roster. The unit's administrative section can provide a current roster of all Marines in the unit. An alpha roster can provide information on:

- a. Additions and deletions of unit personnel.
- b. EOS/ECC's.
- c. MOS mismatches.
- d. Time in service.
- e. GT scores.

6. Survey Sheet. Use the survey sheet (Figure 5-4) to identify possible problem areas. Review survey sheets on a regular basis and advise the Unit Commanding Officer/Officer in Charge of any significant trends. This information may help reduce future losses in personnel.

7. Turnover Folder. Maintain a current turnover folder of all information considered necessary in the performance of duties as the Career Planner. The folder is not limited to, but should contain:



- a. Frequently used phone numbers.
- b. Helpful points of contact.
- c. Relevant directives, orders, memorandums.
- d. Examples of charts and graphs frequently used.
- e. Report requirements and examples of each.
- f. The last Commanding General's Inspection results.
- g. Other helpful, pertinent information.

5302. INTERNAL REPORTS FOR THE COMMANDING OFFICER. The purpose of required reports for Career Planning is to provide essential information for managing the Career Planning Program. The format and frequency of reports can be determined by each command, based upon its particular needs. For a command to properly manage this program, it must know:

- a. How many Marines are nearing expiration of their drilling contract? (one year, six months, and less than three months)
- b. How many do not plan to reenlist?
- c. What are the given reasons for not reenlisting?
- d. What efforts are being made to increase retention?
- e. What degree of success was there with previous retention efforts?

# RECRUITING AND RETENTION SOP

## ENLISTED ACTIVE DUTY CAREER PLANNING REPORT

UNIT	MCC	REPORTING PERIOD			
<b>PART 1: SEPARATIONS/REENLISTMENTS/SRBP REENLISTMENTS</b>					
	1ST TERM	INTERM	CAREER	TOTAL	
1. SEPARATIONS					
2. RECOMMENDED/ELIGIBLE					
3. RECOMMENDED/NOT ELIGIBLE					
4. NOT RECOMMENDED					
5. REENLISTMENTS					
6. FY REENLISTMENTS					
7. SRBP REENLISTMENTS					
8. EXTENL (EAS INTO FUT FY) XXXX TO AL ONLY	TOTAL ON XXXXXXXXXXXX				
<b>PART 1A: REMAINING EAS POPULATION PROJECTIONS</b>					
	REMAINING EAS POP	WILL REENL	UNDECIDED	WILL EXT	
9. FIRST TERM					
10. INTERMEDIATE					
11. CAREERIST					
<b>PART II - WAIVERS AUTHORIZED</b>					
NUMBER OF WAIVERS GRANTED		WAIVER CODE			
1.		2.			
<b>REENLISTMENTS</b>					
NAME	RANK	SSN	DATE REENL	UD#	F/I/C
1.					
2.					
3.					
4.					

Figure 5-1.--Regular Enlisted Career Planning Report.

RECRUITING AND RETENTION SOP

RESERVE CAREER PLANNING CONTACT RECORD

Part I: Initial Data

Name \_\_\_\_\_ Rank \_\_\_\_\_ SSN \_\_\_\_\_ ECC/ERRS \_\_\_\_\_  
Data SMCR obligated service will be completed, if applicable

Part II: Eligibility of Reenlistment

DOR \_\_\_\_\_ MOS \_\_\_\_\_ Time in Service \_\_\_\_\_ Average Pro/Con \_\_\_\_\_  
ASVAB \_\_\_\_\_ GT \_\_\_\_\_ GM \_\_\_\_\_ EL \_\_\_\_\_ CL \_\_\_\_\_ Date Tested \_\_\_\_\_  
Highest Education \_\_\_\_\_  
Eligible to Reenlist \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Time in this Command \_\_\_\_\_  
Certified \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Part III: Career Planner's Initial Interview Date: \_\_\_\_\_

Summary of Interview: \_\_\_\_\_

Part IV: Commanding Officer's Interview Date: \_\_\_\_\_

Summary of Interview: \_\_\_\_\_

Recommended for Reenlistment \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
Eligible for Reenlistment \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Signature \_\_\_\_\_ Rank \_\_\_\_\_

Part V: Career Planner's Interview Date: \_\_\_\_\_

Summary of Interview: \_\_\_\_\_

Signature \_\_\_\_\_ Rank \_\_\_\_\_

Part VI: Career Planner's Terminal Interview Date: \_\_\_\_\_

Summary of Interview: \_\_\_\_\_

Figure 5-2.--Reserve Career Planning Contact Record.

MARINE CORPS RESERVE CAREER PLANNING TRACKING CARD			
RANK	NAME		SSN/MOS
EAS	AFADBD		EOS
ACTION DATE	ACTION	RESULTS/REMARKS	
	12 MONTH INT	<i>SAVED</i>	
	CO'S INT		
	06 MONTH INT		
	03 MONTH INT		
REENL DATE	DISCHARGE DATE	RE-CODE	TRANSFER DATE
EST SCORE	PFT SCORE	EDUCATION LEVEL	TIME IN UNIT

Figure 5-3.--Marine Corps Reserve Career Planning Tracking Card  
(Tickler Card)

[illegible]

Figure 5-3.--Marine Corps Reserve Career Planning Tracking Card  
(Tickler Card)--Continued.

## RECRUITING AND RETENTION SOP

### SURVEY SHEET

Purpose. There is just one purpose for the survey you are being asked to complete. This survey is intended to help improve this SMCR unit. You are not required to put your name on the survey sheet, although you may do so if you wish.

We ask that you undertake this survey seriously and truthfully. We are interested in your honest comments, not what you think we might like to hear. Thank you for your cooperation.

Figure 5-4.--Survey Sheet.

## RECRUITING AND RETENTION SOP

### SURVEY SHEET

1. On a scale of 1 - 5, (1 being the best), how would you rate the leadership in this unit?

2. If leadership is lacking in this unit, at what point do you think it breaks down?

\_\_\_\_\_ Command level  
\_\_\_\_\_ With the officer in charge of my section  
\_\_\_\_\_ With the NCO in charge of my section  
\_\_\_\_\_ Leadership is not lacking in this unit

3. What should be done to improve leadership in this unit?

4. Do you feel you receive adequate supervision during a drill weekend?

\_\_\_\_\_ Yes \_\_\_\_\_ No

5. What should be done to improve performance accountability during a drill weekend?

6. Do you feel loyal to this unit?

\_\_\_\_\_ Yes \_\_\_\_\_ No

7. Do you feel that the unit is loyal to you?

\_\_\_\_\_ Yes \_\_\_\_\_ No

8. Are you provided an opportunity to exercise leadership?

\_\_\_\_\_ Yes \_\_\_\_\_ No

9. Do you feel this unit adheres to the chain of command?

\_\_\_\_\_ Yes \_\_\_\_\_ No

10. Does the word get passed effectively?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Figure 5-4.--Survey Sheet.

## RECRUITING AND RETENTION SOP

11. On a scale of 1 - 5, (1 being the best) how would you rate the instruction you received in the following areas?

a. Field training - \_\_\_\_\_ What would you do to improve field training?

b. Classroom training - \_\_\_\_\_ What would you do to improve classroom training?

c. Section training - \_\_\_\_\_ What would you do to improve section training?

12. Are you aware of the training objectives to be accomplished during the drill weekend?

\_\_\_\_\_ Yes \_\_\_\_\_ No

13. Training during ATD in comparison to drill weekends was:

\_\_\_\_\_ Better  
\_\_\_\_\_ Same  
\_\_\_\_\_ Worse

14. What is the mission of your unit?

15. Does ATD or drill weekend create a problem between you and your employer?

\_\_\_\_\_ Yes \_\_\_\_\_ No

16. What one factor affects your morale more than any other?

17. Do you feel your performance at the present time merits formal recognition or advancement?

\_\_\_\_\_ Yes \_\_\_\_\_ No

18. Do you know how the promotion system in this unit works and exactly what you need to do to get promoted?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Figure 5-4.--Survey Sheet--Continued.



RECRUITING AND RETENTION SOP

19. Do you feel your superiors appreciate or are even aware of your performance?

\_\_\_\_\_ Yes \_\_\_\_\_ No

20. Have you ever been counseled by your superiors so that you know your strong traits as well as weaker traits needing improvement?

\_\_\_\_\_ Yes \_\_\_\_\_ No

21. Has anyone ever encouraged you to reenlist?

\_\_\_\_\_ Yes Who? \_\_\_\_\_ When?

\_\_\_\_\_ No

22. How likely is it that you will reenlist?

\_\_\_\_\_ Definitely will reenlist  
\_\_\_\_\_ Probably will reenlist  
\_\_\_\_\_ Undecided or too early to tell  
\_\_\_\_\_ Probably will not reenlist  
\_\_\_\_\_ Definitely will not reenlist

23. What will influence your decision to reenlist? Please try to be specific.

24. Do you know who the Career Planner is?

\_\_\_\_\_ Yes \_\_\_\_\_ No  
Name \_\_\_\_\_

25. Has the Unit, SMCR Battalion, and separate command staff been helpful to you during your association with this unit? Please explain in detail.

Figure 5-4.--Survey Sheet--Continued.

## RECRUITING AND RETENTION SOP

26. Describe the morale in the unit.

27. If you were the commanding officer, what changes would you make? (Continue on the back of this sheet if you need more space.)

28. Why did you join the Marine Corps Reserve?

29. Do you look forward to going to drill? Why or why not?

       Yes  
       No

30. Is time at drill well spent? Explain.

31. The best part of drill weekend is . . .

32. The worst part of drill weekend is . . .

33. How do your friends or relatives feel about you being a Marine?

34. The highlights of my career as a Marine are .

35. The lowpoints of my career as a Marine are .

36. Do you feel you have been well informed on: (Circle Answer)

Reenlistment Incentives	Yes	No
-------------------------	-----	----

Benefits to Members of the Marine Corps Reserve	Yes	No
---	-----	----

Figure 5-4.--Survey Sheet--Continued.

## RECRUITING AND RETENTION SOP

Retirement Benefits	Yes	No
Warrant Officer and Commissioning Programs	Yes	No
MOS/Professional Development Schools	Yes	No
IRR Opportunities	Yes	No
Extra Opportunities For SMCR Service	Yes	No

Optional Rank and Name

SAMPLE

Figure 5-4.--Survey Sheet--Continued.

# RECRUITING AND RETENTION SOP

## CHAPTER 6

### REENLISTMENTS, EXTENSIONS, AND WAIVERS

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## RECRUITING AND RETENTION SOP

### CHAPTER 6

#### REENLISTMENTS, EXTENSIONS, AND WAIVERS

6000. GENERAL. It does little good to encourage Marines to reenlist or extend if they are not qualified to do so. An important part of the 12 month interview is to determine a Marine's qualifications to reenlist or extend and to identify potential problems. This chapter outlines eligibility requirements for both reenlistments and extensions as well as those which may be justifiably waived.

# RECRUITING AND RETENTION SOP

## CHAPTER 6

### REENLISTMENTS, EXTENSIONS AND WAIVERS

#### SECTION 1: REENLISTMENTS

##### 6100. TYPES OF REENLISTMENT

1. General. Reenlistment involves the execution of an entirely new contract between the Marine and the Marine Corps. This contract establishes a legal relationship between the United States Government and an enlisted member. A reenlistment contract replaces either a current enlistment/reenlistment contract, or one which has been terminated by separation. All reenlistments will be for general service. Unit Commanding Officers/Officers in Charge will ensure that all Time In Service Waivers and Requests For Over Twenty Years Service are forwarded to CMC via the chain of command.

2. Immediate Reenlistment. The reenlistment of a Marine into the Marine Corps Reserve prior to midnight on the separation/discharge date from the last service period in the Marine Corps Reserve, and at the place where that separation/discharge occurred. Marines who desire to reenlist will be required to execute their reenlistment contract prior to midnight on the date their current enlistment contract expires. The reenlistment will be effective on the date following the date of separation/discharge (excluding nonwork days and holidays). Unless waived, a Marine must meet the following prerequisites for an immediate reenlistment:

a. Be recommended for reenlistment by the SMCR unit Commanding Officer/Officer in Charge.

b. Demonstrate the high standards of personal behavior expected of Marines.

c. Be physically qualified according to medical standards set forth in the Navy's Manual of the Medical Department (MANMED).

d. Present an acceptable military appearance as outlined in MCO 6100.10, Weight Control and Military Appearance.

e. Have no record of drug or alcohol abuse.

f. Have completed an unscheduled urinalysis within 90 days prior to reenlistment. This requirement is not applicable to Staff Non-commissioned Officers.

- g. Is not a Conscientious Objector.
- h. Has not received clemency under the President's Clemency Program (Executive Order No. 11803, 16 Sep 1974).
- i. Is not a sole surviving child.
- j. Marines who are single parents, having custody of their children, or who are a dual service couple with children, are required to comply with MCO 1740.13, which provides guidelines on measures to be taken to ensure child care in the event of deployment or unrestricted tour.
- k. Have no court martial convictions.
- l. Have no felony convictions or equivalent action taken by civilian authorities during the present term of enlistment. Convictions unknown prior to the present term are to be considered applicable to the present term.
- m. Have no more than two Non-Judicial Punishments (NJP's) during the current enlistment.
- n. Have minimum average markings of 4.0/4.0 on proficiency and conduct.
- o. Is not reenlisting for a period to exceed the service limitations shown in paragraph 6400.2.
- p. Have less than 1 year remaining on the current military service obligation. Reenlistments for entitlement to the Montgomery GI Bill (MGIB) are permitted at any time regardless of the remaining term of the current contract. For further information see paragraph 7003.
- q. Have scored 80 or higher on the General Technical (GT) Aptitude Test or, if a non high school graduate, a score of 95 or higher is required. This only applies to the first and second reenlistments.
- r. Individuals known to have tested positive for HIV antibody must, prior to reenlistment:
  - (1) Provide a statement from a credentialed health care provider indicating fitness for duty.
  - (2) Be qualified to fill a nondeployable billet if one exists within the unit.



3. Second and Subsequent Reenlistments. Marines previously reenlisted must meet all the prerequisites of a first term reenlistment. Additionally:

a. They must, by this time, have completed high school or received an equivalency certificate.

b. Third and subsequent term Marines who desire to reenlist, but who are not recommended, must submit their request for reenlistment to CMC (RAM-5) via CG, MARRESFOR for consideration. Submit a letter of explanation and any substantiating documents. All requests for reenlistment will be forwarded via the chain of command with appropriate endorsements.

4. Early Reenlistments

a. Commanding officers are authorized to discharge Marines early for immediate reenlistment. This allows a unit flexibility in assuring the reenlistment of a highly qualified Marine at a time when the Marine is so motivated. Marines with less than 1 year remaining on their Military Service Obligation (MSO) qualify for early reenlistment if they meet other requirements of this chapter. The remaining MSO is determined by adding the normal expiration date and any time previously lost which remains to be made good.

b. Marine Reservists desiring to reenlist to qualify for entitlement under the MGIB may do so at any time, regardless of their remaining MSO. In order to qualify for the MGIB a reservist must:

(1) Reenlist for or extend so that the reservist has a six year drilling obligation with the SMCR from the date of the new contract.

(2) Meet all the qualifications for reenlistment or extension outlined in this chapter.

(3) Possess a high school diploma or an acceptable equivalent. Equivalent must be acceptable to the college to which the reservist plans to attend.

(4) Not currently possess a baccalaureate or equivalent college degree.

(5) Not currently be receiving VA educational benefits under the old GI Bill or Veterans Educational Assistance Program (VEAP).

(6) Not exceed the service limitations shown in paragraph 6400.4 of this Manual.

5. Continuous or Broken Reenlistments. PS recruiters are responsible for the administration of all continuous or broken reenlistments. (See paragraph 3200.4)

6101. DETERMINATION OF GRADE. An immediate or continuous applicant retains the grade held at the time of discharge and original date of rank. Broken reenlistment applicants will retain their grade and original date of rank if they have been discharged for less than 12 months. The grade and date of rank of broken reenlistment applicants discharged 12 months or longer will be determined by CMC (RAM-5).

6102. REENLISTMENT TERM. An applicant for reenlistment may elect from several options ranging from 2 to 6 years. The length of term will vary depending on the merits of the Marine's record, his/her qualifications, personal desires, and the needs of the Marine Corps.

6103. RETROACTIVE REENLISTMENT

1. Requests for retroactive reenlistments must be submitted to CMC (RAM-5) via CG, MARRESFOR. The conditions for approval are very restrictive and each case must be considered individually.
2. A completed formal written contract is not a requisite condition for crediting service. Each case must be examined to determine whether the individual enlisted by taking an oath or by some other act which would show that an enlistment had been effected. Informalities in the enlistment proceedings will not invalidate the enlistment.
3. The Staff Judge Advocate, Marine Reserve Force, will review each request for retroactive reenlistment for an opinion on the legal sufficiency of the request before submission to CMC (RAM-5).

6104. REENLISTMENT CEREMONY. Reenlistment is a major event in the career of a Marine. It is a recommitment of time, effort, and dedication and should be treated with due honor. When reenlisting a Marine, the following items should be considered:

1. In the case of Marine Corps reservists not on active duty who reenlist in the Marine Corps Reserve, the reenlistment oath may be administered up to 30 days in advance of the effective date of reenlistment entered in item 5 of the DD Form 4.

2. The individual's personal desires regarding time, location, and attendees.
3. The officer administering the oath should be acceptable to the individual reenlisting. Any commissioned officer of any service of the Armed Forces of the United States may administer the oath, whether active duty, reserve, or retired.
4. Photographic coverage with copies provided to the Marine.
5. Press releases to local news agencies.
6. A brief social gathering of friends, family, and fellow Marines following the ceremony.
7. Other recognition as appropriate to personalize the ceremony.

6105. TIME IN SERVICE LIMITATIONS. Section 4 of this chapter applies.

6106. DEFECTIVE CONTRACTS. Defects in a contract do not automatically invalidate the contract. CMC (RAM-5) will determine the validity of defective contracts on a case-by-case basis. Disputed contracts are to be forwarded to CMC (RAM-5) via CG, MARRESFOR with all substantiating documentation. [For NPS contracts refer to Chapter 3, paragraph 3103 (figure 3-5).]

# RECRUITING AND RETENTION SOP

## CHAPTER 6

### REENLISTMENTS, EXTENSIONS, WAIVERS

#### SECTION 2: EXTENSIONS

6200. PURPOSE. Extensions to current contracts are intended to provide sufficient obligated service to permit serving a tour of specified length and primarily to benefit the Marine Corps. For the most part, Marines desiring additional service will be required to reenlist. In the event of war or national emergency, a person may be extended involuntarily for the needs of the country.

6201. PREREQUISITES FOR EXTENSION. A Marine seeking an extension must satisfy all the criteria required to reenlist. These criteria are outlined in paragraph 6100.2 of this chapter.

6202. LENGTHS OF EXTENSIONS. Voluntary extensions of enlistment are executed in monthly increments and will not normally be approved for a period greater than 23 months. There is no limit to the number of extensions during an enlistment; however, the cumulative total of all extensions per contract shall not exceed 48 months.

6203. EMERGENCY EXTENSIONS. Emergency extensions may be granted for periods of up to 90 days. The CG, MARRESFOR may approve such extensions by telephone.

#### 6204. EXTENSION PHYSICALS

1. Prior to reenlistment or extension of enlistment, the member's health record will be reviewed by a member of the medical department to ensure completeness of the previous physical examination and to note any additional entries since completion of the examination. The previous physical examination must be in compliance with MCO P1001R.1.

2. The member will be interviewed by a credentialed health care provider to determine if there have been any changes in his/her health status that require additional medical evaluation. If there are none, an entry to this effect will be made on a SF600 (Doctor's Progress Note) and placed in the member's health record. No further evaluation is necessary.

6205. REASONS FOR EXTENSION

1. If all criteria outlined in paragraph 6100.2 are met, a Marine may extend for one or more of the following reasons:

- a. To qualify for reenlistment.
- b. To meet minimum obligated service for promotion.
- c. To be reclassified in a new MOS.
- d. To complete a course of instruction.
- e. To complete an assignment, exercise, project, or AT.
- f. To allow FTS applicants sufficient time to complete their FTS obligation.

6206. EXTENSION AUTHORITY

1. General. Voluntary extensions of enlistment are executed in monthly increments and will not be approved for a period greater than 23 months per extension. Marines cannot have more than 48 months of extensions on each contract (10 U.S.C. Section 509).

2. Local Command Authority. Provided the authorized term of extension does not result in total service beyond service limitations (paragraph 6400.2), or results in more than 48 months of extensions on each contract (paragraph 6206.1), Commanding Officer/Officer in Charge may approve short term extensions of enlistment for: Three months on a one-time basis to allow the Marine who has suddenly decided to reenlist to submit a reenlistment request, or to await a response to a submitted reenlistment request.

6207. TIME IN SERVICE LIMITATIONS. Section 4 of this chapter applies.

6208. EFFECTIVE DATE OF EXTENSION. An agreement to extend an enlistment becomes a legal document on the day it is subscribed and sworn. This day is defined as the date of execution and normally precedes the effective date. The effective date is the date the extension commences. An extension commences on the day after the date of expiration of the current enlistment or extension. Time lost due to sickness or misconduct must be made good before an extension becomes effective.

**6209. CANCELLATION OF EXTENSION**

1. Commanding Officers/Officers in Charge are authorized to cancel an agreement to extend an enlistment prior to its effective date under the following circumstances:

a. When the Marine's performance of duty, conduct, or physical condition so warrants.

b. When the Marine is an unsatisfactory participant.

c. When the Marine has less than one year remaining on the current extension and chooses to cancel for purposes of reenlistment.

d. When the Marine so requests, if:

(1) The individual, through no fault of his own, failed to receive the benefit or incentive for which the extension was made and,

(2) No official notification has been received which would assure future receipt of such benefit or incentive.

2. An extension will not be cancelled:

a. When a Marine, who has extended for purposes of attending a service school, is dropped from the course because of a lack of application or misconduct.

b. When a Marine, by his own violation, becomes unqualified for any incentive granted in conjunction with the extension.

3. If the agreement to extend an enlistment is cancelled prior to its effective date, the word "Cancelled" will be entered on the original copy of the NAVMC 321a citing MCO P1040R.31 as authority for cancellation. The cancelled original will be placed on the document side of the SRB with prior contracts. The cancellation will be reported on the unit diary per MCO P1080R.38.

4. Cancellation of an extension agreement is not cause to deny future requests for extension.



# RECRUITING AND RETENTION SOP

## CHAPTER 6

### REENLISTMENTS, EXTENSIONS, AND WAIVERS

#### SECTION 3: WAIVERS

6300. GENERAL. Marines requesting reenlistment/extension who do not meet the reenlistment prerequisites established in paragraph 6100.2 of this chapter may be considered for waivers. Waivers are justified if the requestor does not meet established reenlistment prerequisites but has other highly favorable traits or has extenuating circumstances which invalidate the prerequisite. Appropriate endorsements should accompany all waiver requests. Discretion must be used in requesting and granting waivers. In each case the best interests of the Marine Corps will take precedence.

#### 6301. WAIVER AUTHORITY AND DOCUMENTATION

1. In the majority of cases, requests for waivers will be submitted via the chain of command with appropriate endorsements to CMC (RAM-5). In certain circumstances, the authority to approve waiver requests resides with CG, MARRESFOR.
2. The following is a list of the prerequisites which may be waived and a list of commands to whom the request must be submitted:

#### Prerequisite to be Waived

#### Authority/Additional Documentation

Physical Qualifications

CMC (RAM-5)  
Doctor's consultation sheet  
and certified copies of  
SF88 & SF93

Weight and Appearance

CMC (RAM-5)  
Current photograph with  
statement from applicant

Court Martial Conviction

CMC (RAM-5)  
Statement of applicant

More Than Two Non-Judicial  
Punishments

CMC (RAM-5)  
Copies of SRB  
pages 3, 5, 11,  
12 and last enlistment  
contract



Less Than 4.0/4.0 ProCon Marks	CG MARRESFOR SRB pages 3, 5, 11, 12, 23, and last enlistment contract.
Excess Time In Service	CMC (RAM-5) Personal resume of military and civilian qualifications
No High School Diploma or GED	CMC (RAM-5) Copies of SRB pages 3, 5, 8, 8a, 11, and last enlistment contract. May only be waived on first reenlistment.
Low GT Score	CMC (RAM-5) Copies of SRB pages 3, 5, 11 and last enlistment contract. (Not required for 3d and subsequent reenlistments)
Not Recommended	CMC (RAM-5) (3d & Subsequent Terms only) Letter of explanation from applicant and any substantiating documents.

3. It is the prerogative of subordinate commanders at each decision level to disapprove a waiver request of any ineligible reenlistment on the first or second enlistment without forwarding it to the next higher decision level for action. Waiver requests for Career Reservists, who are on their third or subsequent enlistment, must be forwarded to CMC via the chain of command with appropriate endorsements.

#### 6302. FORMAT FOR SUBMISSION OF WAIVER REQUESTS

1. Waiver requests will follow the format shown in figure 6-1.
2. Submit requests no later than 90 days nor earlier than one year prior to the end of current contract.

3. When a waiver has been granted, an appropriate page 11 entry must be made in the Marine's SRB indicating the type of waiver granted and the waiver authority which granted the waiver. For example:

(Date): The reenlistment prerequisite for minimum proficiency and conduct markings waived by CG, MARRESFOR for a first term reenlistment, Auth CG, MARRESFOR msg/ltr, etc.

## RECRUITING AND RETENTION SOP

### (UNIT HEADING)

From: (GRADE, NAME, SSN/MOS, SERVICE)  
To: Commandant of the Marine Corps (RAM-5)  
Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington,  
DC, 20380-1775  
Via: (1) Appropriate Chain of Command  
(2) Commanding General, Marine Reserve Force, G-1M  
Subj: REQUEST FOR WAIVER OF MARINE CORPS RESERVE REENLISTMENT  
REQUIREMENTS  
Ref: (a) MCO P1040R.35A

Encl: (1) Certified copy of SNM's most current DD 214  
(2) Certified copy of SNM's page 3  
(3) Certified copy of SNM's page 5  
(4) Certified copy of SNM's page 8(a)  
(5) Certified copy of SNM's page 11  
(6) Certified copy of SNM's page 12 (if applicable)  
(7) Certified current photograph  
(8) Reserve Retirement Credit Report (RRCR)  
(9) (Appropriate supporting documentation)  
(10) Certified copy of current RBIR/RBTR

1. Per the reference, I am furnishing the following data for consideration to allow me to reenlist in the Selected Marine Corps Reserve. Enclosures (1) through (10), are forwarded per the reference.

2. I am seeking a waiver for (state specific reason).

3. The following information is provided as required by the reference:

- a. Reenlistment term desired:
- b. PEBD:
- c. EOS/ECC:
- d. DOR
- e. Education:
- f. Dependents: (number, ages, and relationship)
- g. Work experience, military:
- h. Work experience, civilian:
- i. Total service at ECC:
- j. Total satisfactory service at ECC:

Figure 6-1.--Request for Waiver of Marine Corps Reserve Reenlistment Requirements.

## RECRUITING AND RETENTION SOP

- k. Last PFT: (date and score)
- l. Height and weight:
- m. Breakdown of total service: (USMC, USMCR, OTHER, ETC.)
- n. Number of times considered in the promotion zone.
- o. (other information required by paragraph 6100.3b of this order)

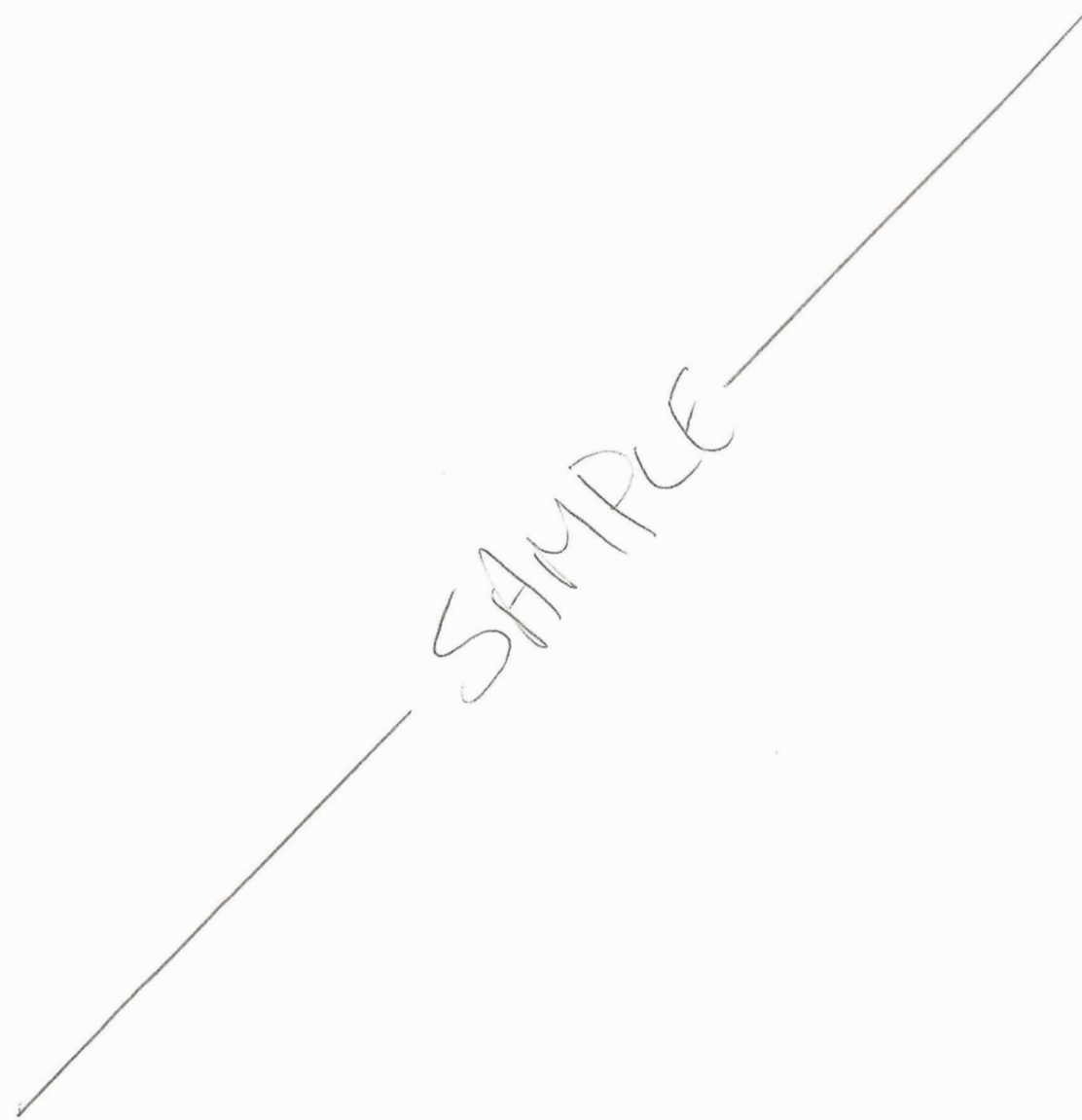


Figure 6-1.--Request for Waiver of Marine Corps Reserve  
Reenlistment Requirements--Continued.

# RECRUITING AND RETENTION SOP

## CHAPTER 6

### SECTION 4: ADDITIONAL LIMITATIONS

#### 6400. TIME IN SERVICE

1. The total service authorized is limited based on the grade held. Total service is the number of years of military service completed, including Regular and Reserve.

2. Total service limitation by grade at the time of reenlistment, including the contemplated period of reenlistment, is:

<u>Grade</u>	<u>Limit of Service</u>
Lance Corporal	6 years qualifying service
Corporal	8 years qualifying service
Sergeant	13 years qualifying service
Staff Sergeant	20 years service
Gunnery Sergeant	22 years service
First Sergeant/ Master Sergeant	27 years service
Sergeant Major/ Master Gunnery Sergeant	30 years service

3. Additional service may be granted in exceptional cases where a critical shortage by grade or MOS exists. CMC (RAM-5) may grant additional service to the following limits:

<u>Grade</u>	<u>Limit of Service</u>
Staff Sergeant	23 years service
Gunnery Sergeant	25 years service
First Sergeant/ Master Sergeant	30 years service
Sergeant Major/ Master Gunnery Sergeant	33 years service

4. If qualified for the SRIP or the MGIB, the total service for a corporal may be extended to 10 years and a sergeant to 14 years.

5. All time in service limitations in this section apply to extensions as well as reenlistments.

6401. SERVICE BEYOND TWENTY YEARS

1. All reenlistments and extensions which result in service beyond 20 years must be approved by CMC (RAM-5). The only exception, will be Marines selected for promotion to gunnery sergeant and above. The commanding officer may reenlist or extend Marines so selected when such reenlistment or extension is a prerequisite for promotion per MCO P1400.32.
2. Reenlistments beyond 20 years for periods in excess of 48 months will not normally be approved.
3. Applicants for service beyond 20 years must meet the basic reenlistment prerequisites established in paragraph 6100.2 and must be at the grade of staff sergeant or above.
4. Requests for service beyond 20 years are submitted to CMC (RAM-5) via CG, MARRESFOR. Such requests are to arrive at MARRESFOR G-1M between six and eight months prior to the ECC or desired date of reenlistment/extension. This allows sufficient time for the final endorsement to be completed and the request to be forwarded.
5. Requests should be submitted in the format indicated in figure 6-2.
6. Marines requesting active duty on the FTS program who need to reenlist beyond twenty years will submit an FTS application and a Request For Service Beyond Twenty Years concurrently. Annotate on the Request For Service Beyond Twenty Years (figure 6-1) the following statement. "This separate request is in conjunction with an FTS application." Additionally the FTS application should identify that the reenlistment request has been submitted.
7. Forwarding endorsements on requests for service beyond 20 years for a member of an SMCR unit will include a positive recommendation by the SMCR Unit Commanding Officer/Officer in Charge regarding the Marine's qualifications for continuing service. The unit's endorsement will also include a breakdown, by grade, of SNCO's in the SMCR unit reflecting the on-board SMCR strength in comparison with the authorized SMCR T/O strength.

6402. MAXIMUM AGE LIMITATIONS. Marine Corps Reserve Staff Non-Commissioned Officers may be retained in the SMCR until age sixty (60) if they are otherwise qualified and possess a critical skill as determined by CMC.

6403. PROMOTION

1. Marines with at least 18 years of total service, who have been selected for promotion to gunnery sergeant and above, must serve 2 years in the grade to which being promoted. Computation is made from the date of promotion. If additional service is a prerequisite for promotion, commanding officers are authorized to reenlist or extend the Marine to allow acceptance of the promotion. If, however, such an extension exceeds a total of 48 months for all extensions during the current reenlistment, a formal request must be submitted to CMC (RAM-5) via CG, MARRESFOR for approval.

2. No sergeant may be reenlisted or extended who has twice failed selection to the grade of Staff Sergeant without CMC (RAM-5) approval. To verify if a sergeant has been passed twice for promotion, contact CMC (MMPR). Unit commanding officers must submit an endorsement which justifies reenlistment and includes any extenuating circumstances that may have caused failure for selection, and validates the reservist's waiver request.

6404. CREDIT FOR FORMER SERVICE IN THE REGULAR COMPONENT. To be eligible for transfer to the Marine Corps Reserve Retired List with pay, a Marine must perform the last eight years of qualifying service while a member of a Reserve component.

## RECRUITING AND RETENTION SOP

### (UNIT HEADING)

From: (GRADE, NAME, SSN/MOS, SERVICE  
To: Commandant of the Marine Corps (RAM-5)  
Via: (1) Appropriate Chain of Command  
(2) Commanding General, Marine Reserve Force, G-1M

Subj: REQUEST FOR SERVICE BEYOND 20 YEARS

Ref: (a) MCO P1040R.35

Encl: (1) Certified copy of All RRCR's  
(2) Certified copy of All DD214's  
(3) Certified Current Photograph  
(4) Certified Copy of current RBIR/RBTR

1. Per the reference, the following is provided for consideration to allow me to reenlist in the USMCR:

- a. Length of Reenl/Ext desire:
- b. PEBD:
- c. EOS/ECC:
- d. BMOS:
- e. T/O:
- f. Line No:
- g. DOR:
- h. DOB:
- i. Education:
- j. Number and relationship of dependents:
- k. Work experience or special skills:
- l. Total service at ECS:
- m. Total Satisfactory Federal service at ECS:
- n. Latest PFT score and date:

Signature

NOTE: The forwarding endorsement will include a specific, detailed recommendation from the Commanding Officer/OIC concerning the Marine's qualification for reenlistment. In those cases where the applicant appears to be overweight, a specific statement regarding command and individual corrective action will be included to facilitate a determination regarding further service. The unit's endorsement will also include a MOS/rank breakdown of SNCO's reflecting the on board strength SMCR vs. the authorized SMCR T/O strength.

Figure 6-2.--Request for Service Beyond Twenty Years.



# RECRUITING AND RETENTION SOP

## CHAPTER 7

### INCENTIVES

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## RECRUITING AND RETENTION SOP

### CHAPTER 7

#### INCENTIVES

7000. POLICY. Monetary incentives are used primarily to control personnel inventories in specific situations where other methods have proven inadequate or ineffective. Incentives are used as necessary to support manning requirements in units and in skills that are severely undermanned. Incentives are only one element of personnel inventory control.

#### 7001. RESPONSIBILITY

1. Because incentives are often necessary to persuade an individual to remain, it is important for the career planner to know what incentive programs are available. Part of the responsibility of the Career Planner is to:

a. Know what the eligibility requirements are for each specific benefit.

b. Obtain Bonus Control Number (BCN) and track, via "tickler card" file, anniversary dates to ensure timely payment.

c. Submit reports/data on unit involvement in formal incentive programs, as directed.

d. Ensure Marines that are eligible for incentives receive all information regarding the incentives.

2. Incentive programs are for specified periods of time and are renewed, modified, or eliminated yearly. Current editions of each order pertaining to incentives should be kept available and up to date.

3. CMC (RAM-5) will notify all commands of current programs by ALMAR.

#### 7002. SELECTED RESERVE INCENTIVE PROGRAM (SRIP)

1. MCO 7220R.38 provides information and administrative instructions for enlistment, reenlistment, extension, and affiliation bonuses.

2. The bonuses are intended to aid in the control of personnel inventories.

3. To be eligible for any of the bonuses, a Marine must contractually obligate to serve satisfactorily in the Selected Marine Corps Reserve for the full term of the enlistment, reenlistment, extension, or affiliation period. The Marine must continue to serve in the same unit and in the same Billet Military Occupational Specialty (BILMOS) unless excused for the convenience of the government.

#### 7003. MONTGOMERY GI BILL (MGIB) RESERVE PARTICIPATION

1. Although the MGIB is an entitlement and not an incentive, the Career Planner must be knowledgeable about its requirements for participation because of its impact on retention. The MGIB applies to all members of the military. Reserve eligibility is based upon the individual's participation.

2. MGIB benefits may be used concurrently with any SRIP benefits for which the Marine may also qualify.

3. The MGIB is different from the Vietnam era GI Bill. For example, the MGIB cannot be used for apprenticeships, on-the-job training, cooperative courses, farm cooperative courses, correspondence courses, high school training, or graduate and post graduate training. Also tutorial assistance, educational loans, and work study programs cannot be funded under the MGIB.

4. The MGIB does provide money for undergraduate programs at approved institutions of higher education. The rates for qualified SMCR are:

- a. \$140/mo for full time enrollment for 36 months.
- b. \$105/mo for three-quarter time enrollment for 48 months.
- c. \$70/mo for half time enrollment for 72 months.
- d. Maximum benefit entitlement of \$5,040.

5. The MGIB does not apply to members who already have a college degree.

6. Normally a reservist will not be allowed to reenlist or extend unless he is within one year of ECC. However, the MGIB provides any Reservist the opportunity to reenlist or extend at anytime to qualify. Anyone reenlisting or extending earlier than one year prior to ECC; however, is not qualified for benefits under the SRIP Program. For time in service limitations, see paragraph 6400.4.

7. Personnel on FTS can choose MGIB as it pertains to active duty personnel by opting for it when initially entering the FTS program.

7004. REGULAR SNCO SELECTIONS-PROMOTIONS IN THE SMCR. Marines selected for promotion by Regular SNCO selection boards, who are released from active duty prior to being promoted, may receive the promotion in the Reserve under the following conditions:

1. The Marine being discharged must effect an "immediate" reenlistment into the Ready Reserve for a minimum of two years.
2. Commanding Officers will request the promotions from CMC (RAM-5) enclosing a copy of the administrative page of the SRB stating that the Marine is still considered qualified for promotion. CMC (RAM-5) will then forward the promotion via the CG, MARRESFOR.

7005. ADDITIONAL BENEFITS

1. Perhaps the most important benefits associated with the Reserve Program are intangible in nature but, nevertheless, should be emphasized. Such intangibles are; camaraderie, esprit de corps, and the privilege of wearing the uniform. If, for some reason, a Marine has lost pride in the Corps, none of the incentives offered will encourage him to remain. In units with the lowest attrition rates, members display a strong sense of cohesion. It is the responsibility of the commanding officer to ensure the high morale of Marines through positive leadership. In so doing, the commanding officer helps to ensure the retention of the Marine and makes the career planner's job much easier.
2. Besides the monetary incentives available to reservists, a variety of other benefits exist. These include:
  - a. Exchange/commissary/package store privileges.
  - b. Serviceman's Group Life Insurance (SGLI).
  - c. Medical/Dental care.
  - d. Uniform maintenance allowance.
  - e. Military travel benefits (after retirement).
  - f. Professional military schools.
  - g. Club privileges.

- h. Retirement.
- i. Special services.
- j. Legal assistance.
- k. Burial assistance/death gratuity.
- l. Military clothing store.
- m. Billeting/guest housing when available.
- n. Library services.
- o. Credit union membership.

3. Specific details on eligibility criteria for the benefits listed above are contained in MCO P1001R.1 or may be found in the Reserve Forces Almanac.

# RECRUITING AND RETENTION SOP

## CHAPTER 8

### OPTIONS

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# RECRUITING AND RETENTION SOP

## CHAPTER 8

### OPTIONS

#### 8000. GENERAL

1. A variety of options exist for participation within the Marine Corps Reserve. Career Planners must be aware of these options and be prepared to explain them. Individual circumstances will dictate whether a person can participate. Geographic location, employment, schooling, and MOS qualification are all considerations when choosing the appropriate Reserve career option.

2. This chapter briefly explains each Reserve career option available for qualified applicants. A thorough understanding of each option enables the Career Planner to provide guidance and may ultimately prevent the loss of a valuable Marine.

8001. SELECTED MARINE CORPS RESERVE. The SMCR is the best prepared Reserve component for mobilization. Organized drill periods enable SMCR members to retain their MOS skill training as well as to improve and update skills to current standards. See figure 8-1 for a list of SMCR units. The Selected Marine Corps Reserve consists of:

#### 1. 4th Marine Aircraft Wing

a. Approximately 6000 enlisted SMCR belong to drilling units of the MARRESFOR. Members consist of both PS and NPS Marines. Basic minimum requirements demand each reservist drill one full weekend per month and attend a 2-week training period each year.

b. The two week period of annual training (AT) is normally performed with the unit but may consist of a formal Reserve school to enhance a specific skill.

c. Members receive pay and retirement credits for each satisfactory drill they perform. In addition to regularly scheduled drill periods, members can earn extra pay and points for authorized additional drills and active duty such as:

(1) Reserve Management Assemblies (RMA; formerly APD)

(2) Mandays

2. 4th Marine Division. Approximately 20,000 SMCR billets.
3. 4th Force Service Support Group. Approximately 10,000 SMCR billets.
4. Individual Mobilization Augmentee (IMA)

a. IMA's are placed on staffs within supporting establishments such as Headquarters, U.S. Marine Corps. Though not members of a drilling Reserve unit within the 4th DWT, they are drilling reservists and actively train with their active duty counterparts.

b. IMA's also man 52 mobilization stations across the nation. Mobilization stations are critical to the process of assimilating members of the Reserve into a wartime structure during a national recall.

c. Depending on drill status, an IMA Reservist can have from 0-48 drill periods per year plus 12-14 days active duty training.

d. Application for membership as an IMA is made to the Marine Corps Reserve Support Command in Overland Park, Kansas.

#### 8002. FULL TIME SUPPORT

1. The FTS program is described in MCO 1001.52 and allows Reserve Marines to replace or augment active duty Marines in full time support of the Reserve. Qualified applicants from the Reserve are chosen to fill specific billets on a full time basis in support of the Reserve Establishment.

2. Though still members of the reserve, FTS personnel are on full time active duty and entitled to all the rights, pay, and privileges of active duty personnel. FTS personnel are contracted for a specific period of duty and must reapply prior to the end of each period if they desire to remain in the program.

3. Application to the FTS program must be made via the chain of command utilizing the format from the ALMAR (1001R Series) and MCO 1001.52.



8003. INDIVIDUAL READY RESERVE (IRR)

1. All Marines obligate themselves to the IRR when they join the Marine Corps. Following the completion of active duty, unless otherwise discharged, each Marine will have a period of obligated service remaining in the Individual Ready Reserve. The Marine may choose to complete the obligation in the SMCR or remain in the Individual Ready Reserve.

2. IRR members may:

- a. Drill with a Mobilization Training Unit (MTU).
- b. Attend professional development schools.
- c. Be assigned to active duty for approved periods.
- d. Apply to the FTS program.

3. Unless on orders, IRR members receive no pay. They do, however, earn retirement credits as well as exchange privileges for any drill or active duty that they may perform.

4. An individual unable to participate satisfactorily in the SMCR may still earn enough retirement credits each year in the IRR to qualify for retirement in the Reserve. At least 50 reserve retirement points are required each anniversary year to qualify as a good year for retirement purposes.

8004. STANDBY RESERVE

1. The Standby Reserve consists of personnel who maintain their military affiliation without being in the Ready Reserve, who have been designated key civilian employees, or who have a temporary hardship or disability. These individuals are not required to perform training and are not part of units. Rather, the Standby Reserve is a pool of trained individuals who could be mobilized if necessary.

a. Active Status List (ASL). Members of the ASL are still eligible for paid training and may apply for professional development schools, if qualified. They continue to accumulate retirement credits for Reserve participation and are still considered for promotion.

b. Inactive Status List (ISL). Members of the ISL are prohibited from participating in training and may not earn retirement credit or receive pay or promotion.

8005. REENLISTMENT/AUGMENTATION INTO THE REGULAR MARINE CORPS

1. Marine Reservists in grade of PFC through Sgt may have the option of augmenting into the Regular component depending on the current needs of the Marine Corps. The individual applying for entry into the Regular Marine Corps must apply in accordance with the requirements of MCO 1130.58. Site commanders must notify CG, MARRESFOR by message of any FTS Sgt or below requesting reenlistment into the Regular Marine Corps.

2. Marine Reservists in the grade of SSgt and above, FTS or serving on EAD recruiting, requesting to augment/enlist into the Regular Marine Corps, will submit requests via the chain of command. MCO 1130.63 is germane and needs to be reviewed in its entirety prior to submission of request.

3. The endorsing chains of command for reenlistment into the Regular Marine Corps are different based upon the individual's status. Listed below are the proper endorsing chains of command:

Endorsing Chains of Command

<u>Type of Applicant</u>	<u>Processing Activity</u>	<u>Forwarded to HQMC (MRRE) via:</u>
SMCR SNCO	SMCR unit	SMCR chain of command
Reserve SNCO on EAD	Recruiting Service	Recruiting Service chain of command with an endorsement from the SMCR unit CO
FTS SNCO	Immediate Command	Chain of command
FTS Sgt and Below	Recruiting Service	Recruiting Service

8006. EXTENDED ACTIVE DUTY RECRUITING (EAD RECRUITER)

1. Marines serving in the SMCR may apply for assignment as an EAD Recruiter. The format of the request may vary depending upon the Marine Corps Recruiting District in which the reservist is applying. The normal term of assignment is two years and requires graduation from Recruiter's School. Requests for assignment must be submitted to the appropriate Director of the Marine Corps Recruiting District via the SMCR unit's chain of command. MCO 1130.56 is germane.

8007. RECRUITER AIDE PROGRAM

1. SMCR personnel may apply for temporary active duty as a recruiter aide as described in MCO 1130.56. The application must be submitted to the Director of the appropriate Marine Corps Recruiting District in which the reservist is applying via the SMCR unit's chain of command.
2. This program is designed for reservists in the junior enlisted ranks who would be more familiar with the young students attending high school and/or recent graduates.
3. The term of temporary active duty will normally not exceed 139 days. Normally the reservist will be assigned to the recruiting substation which he/she requested.

8008. INTERSERVICE TRANSFER TO ANOTHER SERVICE COMPONENT.

Reservists in good drill status may be authorized to transfer to another service component. Submit requests for transfer via the chain of command in accordance with instructions contained in MCO P1900.16.

8009. CATEGORY "P" (CAT "P") PROGRAM. Once enlistees are recruited, they may choose to participate in the CAT "P" Program as described in MCO 1500R.5. After joining the SMCR unit, certain enlistees can participate in up to 12 months of drills prior to shipping to recruit training. Pay and promotion incentives are earned. Personnel in the Cat "P" program are introduced to ground level experience in their MOS as well as field and workshop environments. When feasible, they can attend SMCR unit MOS training and classroom training along with SMCR personnel.

## RECRUITING AND RETENTION SOP

### **ALABAMA**

Bessemer (Artillery)  
Huntsville (Artillery)  
Mobile (Reconnaissance)  
Montgomery (Infantry)

### **ALASKA**

Anchorage (Reconnaissance)

### **ARIZONA**

Phoenix (Bulk Fuel)  
Tucson (Bulk Fuel)  
Yuma (Aviation/Aviation Support)

### **ARKANSAS**

Little Rock (Infantry)

### **CALIFORNIA**

Alameda (Aviation/Aviation Support)  
Alameda (Infantry/Headquarters Support/Interrogation-Translation)  
Bakersfield (Bulk Fuel/Engineer Support)  
Camp Pendleton (Aviation/Aviation Support)  
Concord (Landing Support)  
El Toro (Aviation/Aviation Support)  
Encino (Infantry/Headquarters Support)  
Fresno (Anti-Air Missiles)  
Hayward (Anti-Air Missiles)  
Lathrop (Landing Support)  
Los Alamitos (Infantry)  
Los Angeles (Artillery/Headquarters Support/Interrogation-Translation/Civil Affairs)  
Pasadena (Air Defense/Anti-Air Missiles)  
Pico Rivera (Artillery)  
Port Hueneme (Infantry)  
Sacramento (Motor Transport)  
San Bernardino (Infantry)  
San Diego (Tanks/Medical/Intelligence)  
San Francisco (Artillery/Headquarters Support)  
San Jose (Landing Support)  
San Rafael (Infantry)  
Tustin (Bulk Fuel)

### **COLORADO**

Aurora (Imagery/Interpretation Unit/Aviation Support)  
Commerce City (Artillery)  
Denver (Aviation Support)

### **CONNECTICUT**

New Haven (Motor Transport)  
Plainville (Infantry)

### **DELAWARE**

Wilmington (Bulk Fuel/Engineer Support)

Figure 8-1.--List of SMCR Locations.

## RECRUITING AND RETENTION SOP

### FLORIDA

Cecil Field (Aviation/Aviation Support)  
Jacksonville (Assault Amphibians)  
Miami (Anti-Tank/Interrogation-Translation)  
Orlando (Medical Bn/Motor Transport)  
Tallahassee (Tanks)  
Tampa (Assault Amphibians/Headquarters Support)  
West Palm Beach (Air/Naval Gunfire Liaison)

### GEORGIA

Albany (Supply)  
Atlanta (Supply/Dental Bn)  
Augusta (Maintenance)  
Marietta (Aviation/Aviation Support/Anti-Air/FSSG HQTRS)  
Rome (Ammunition/Supply)  
Savannah (Landing Support)

### HAWAII

Pearl Harbor (Reconnaissance)

### IDAHO

Boise (Tanks)

### ILLINOIS

Chicago (Infantry/Headquarters Support/Interrogation-Translation/Anti-tank)  
Danville (Infantry)  
Glenview (Aviation/Air Control/Aviation Support/Aviation Transport)  
Joliet (Artillery)  
Peoria (Engineer Support)  
Rock Island (General Support/Maintenance)  
Springfield (Infantry)  
Waukegan (Infantry)

### INDIANA

Evansville (Infantry)  
Fort Wayne (Communications/Headquarters Support)  
Gary (Engineer Support)  
Indianapolis (Maintenance/Communication Support)  
South Bend (Engineer Support)

### IOWA

Des Moines (Infantry)  
Waterloo (Artillery)

### KANSAS

Topeka (Supply)  
Wichita (Engineer and Electronics Equipment Maintenance)

### KENTUCKY

Ft. Knox (Tanks)  
Lexington (Military Police/Headquarters Support)

Figure 8-1.--List of SMCR Locations--Continued.

## RECRUITING AND RETENTION SOP

### LOUISIANA

Baton Rouge (Infantry)  
Belle Chasse (Aviation/Aviation Support)  
Lafayette (Infantry)  
New Orleans (Infantry/Headquarters Support/Aviation Support)  
Shreveport (Infantry)

### MAINE

Topsham (Anti-Tank/Infantry)

### MARYLAND

Andrews AFB (Aviation/Aviation Support)  
Baltimore (Combat Engineer/Headquarters Support)

### MASSACHUSETTS

Camp Edwards (Infantry/Headquarters Support)  
Chicopee (Infantry)  
Lawrence (Ordnance/Maintenance)  
South Weymouth (Aviation/Aviation Support)  
Worcester (Infantry/Headquarters Support)

### MICHIGAN

Battle Creek (Engineer Support)  
Detroit (Infantry/Headquarters Support)  
Saginaw (Infantry)  
Grand Rapids (Infantry)  
Lansing (Infantry)  
Selfridge (Aviation Support)

### MINNESOTA

Minneapolis (Military Police/Aviation/Aviation Support)

### MISSISSIPPI

Gulfport (Assault Amphibians)  
Jackson (Artillery)

### MISSOURI

Kansas City (Infantry/Headquarters Support/Service Company)  
St. Louis (Headquarters Support/Infantry)

### MONTANA

Billings (Reconnaissance)

### NEBRASKA

Omaha (Engineer Support/Maintenance)

### NEVADA

Las Vegas (Infantry)  
Reno (Reconnaissance)

### NEW HAMPSHIRE

Manchester (Infantry/Interrogation-Translation)

### NEW JERSEY

Dover (Infantry)  
Red Bank (Motor Transport)  
West Trenton (Artillery)

Figure 8-1.--List of SMCR Locations--Continued.

## RECRUITING AND RETENTION SOP

### NEW MEXICO

Albuquerque (Reconnaissance)

### NEW YORK

Albany (Infantry)

Bronx (Communications/Electronics)

Brooklyn (Communications)

Buffalo (Infantry)

Garden City/Long Island (Infantry/Headquarters Support/  
Interrogation-Translation)

Huntington/Long Island (Communications)

New Rochelle (Infantry)

Rochester (Tanks/Headquarters Support)

Stewart (Aviation/Aviation Support)

Syracuse (Tanks)

### NORTH CAROLINA

Charlotte (Maintenance Support)

Cherry Point (Aviation Support)

Greensboro (Communications/Maintenance)

Greenville (Communications)

Raleigh (Supply)

Wilmington (Landing Support)

### OHIO

Akron (Infantry)

Cincinnati (Communications)

Cleveland (Infantry/Headquarters Support)

Columbus (Infantry)

Dayton (Military Police)

Toledo (Infantry)

Youngstown (Headquarters Support/Heavy Equipment)

### OKLAHOMA

Broken Arrow (Anti-Tank)

Oklahoma City (Artillery)

### OREGON

Eugene (Engineer Support)

Portland (Engineer Support/Headquarters Support)

Salem (Engineer Support)

### PENNSYLVANIA

Allentown/Lehigh Valley (Motor Transport/Maintenance/Communi-  
cations)

Connellsville (Motor Transport/Headquarters Bn)

Ebensberg (Motor Transport/Headquarters Bn)

Erie (Motor Transport/Headquarters Bn)

Folsom (Bulk Fuel/Engineer Support)

Harrisburg (Infantry)

Figure 8-1.--List of SMCR Locations--Continued.

## RECRUITING AND RETENTION SOP

Philadelphia (Artillery/Headquarters Support/Aviation Support/Dental Bn)  
Pittsburgh (Military Police/Dental)  
Reading (Artillery)  
Willow Grove (Aviation/Aviation Support)  
Wyoming (Aviation Repair/Maintenance Support)  
**RHODE ISLAND**  
Providence (Motor Transport)  
**SOUTH CAROLINA**  
Charleston (Landing Support)  
Columbia (Tanks)  
Greenville (Supply)  
**TENNESSEE**  
Chattanooga (Artillery)  
Johnson City (Infantry)  
Knoxville (Combat Engineer)  
Memphis (Aviation/Aviation Support)  
Nashville (Infantry)  
**TEXAS**  
Abilene (Motor Transport/Maintenance)  
Amarillo (Tanks)  
Austin (Infantry)  
Corpus Christi (Infantry)  
Dallas (Aviation/Aviation Support/Artillery/Support)  
El Paso (Artillery)  
Galveston (Assault Amphibians)  
Harlingen (Infantry)  
Houston (Infantry/Headquarters Support)  
Lubbock (Motor Transport)  
San Antonio (Reconnaissance/Headquarters Support)  
Texarkana (Motor Transport/Bulk Fuel)  
Waco (Ordnance Maintenance)  
**UTAH**  
Salt Lake City (Infantry)  
**VIRGINIA**  
Damneck (Air Control)  
Lynchburg (Combat Engineers)  
Newport News (Supply/Support)  
Norfolk (Aviation/Aviation Support/Assault Amphibians)  
Richmond (Artillery)  
Roanoke (Combat Engineer)  
**WASHINGTON DC**  
Andrews AFB (Aviation/Aviation Support)  
Armed Forces Reserve Center (Supply/Intelligence/Civil Affairs)

Figure 8-1.--List of SMCR Locations.--Continued.



## RECRUITING AND RETENTION SOP

### WASHINGTON

Seattle (Landing Support/Headquarters Bn)  
Spokane (Artillery)  
Tacoma (Bulk Fuel)  
Whidbey Island (Aviation/Aviation Support)  
Yakima (Tanks)

### WEST VIRGINIA

South Charleston (Combat Engineer)  
Wheeling (Infantry)

### WISCONSIN

Green Bay (Aviation Support)  
Madison (Infantry)  
Milwaukee (Infantry)

### PUERTO RICO

San Juan (Landing Support)

Figure 8-1.--List of SMCR Locations--Continued.